Department of California Highway Patrol AREA MANAGEMENT EVALUATION Chapter 1 AREA ADMINISTRATION	Area	Division	Number
	Susanville	Northern	140
	Evaluated By Sgt	. R. Washabaugh	Date 2-25-08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impression. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation					
⊠ Formal □	Informal	Suspense Pate	4/10/2008		
Follow-up Required	☐ Correction Report	Uhr 1	03	3-12	A
☐ Yes	by	Commander's Re	eview	Date	
1. MANAGEMENT FUNC	CTIONS	Evaluated Action Require		Correc	ted
a. What functions of m	anagement were observe	ed?			
(1) Planning adequa	ate?			⊠ Yes	□ No
(2) Organizing adeq	uate?			⊠ Yes	□ No
(3) Staffing adequat	e?			⊠ Yes	☐ No
(4) Directing adequa	ate?			⊠ Yes	□ No
(5) Controlling adeq	uate?			⊠ Yes	□ No
(6) Delegating adeq	uate?			⊠ Yes	□No
2. ORGANIZATION		Evaluated	Action Required	Correc	ted
a. Current Organizatio	nal Chart?			⊠ Yes	□No
(1) Lines of authority	y, responsibility and train	ing?		⊠ Yes	☐ No
b. How are personnel verbally, e-mails.	informed of commander's	s absence? Status	s board in clerical,	briefings,	
(1) Alternate assign	ed?			⊠ Yes	□No
(2) Division notified	via comm-net?			Yes	□ No
c. Have collateral dutie	es been assigned to supe	ervisors?		⊠ Yes	□No
(1) Officers aware o	of assignments and/or cha	anges?		⊠ Yes	☐ No
d. How was efficiency	of the organization tested	d? Refer to com	nments section.		
e. Is there an appropri	ate span of control?			⊠ Yes	□ No

3. JOB DESCRIPTIONS	Evaluated	Action Required	Corrected	
a. Local procedure for periodic review?			⊠ Yes	□ No
(1) Date of last review update?				
b. Authority limits explained?			⊠ Yes	☐ No
c. Written job descriptions for clerical positions?			⊠ Yes	□ No
(1) Where are job descriptions kept? In Area S.O.P.				
(2) Has cross training been conducte	d?		⊠ Yes	□ No
4. INTERPERSONAL COMMUNICATIONS	Evaluated	Action Required	Corrected	
a. Commander's methods to disseminate	te and receive inform	ation? Refer to com	ments.	
(1) Does the commander use both fo	rmal and informal cha	annels?	⊠ Yes	☐ No
(2) How does the commander inform	personnel of their co	ontributions and/or ac	complishme	nts?
Refer to comments.				
b. Good up and down flow of informatio	n within Area?		⊠ Yes	□ No
(1) Commander to supervisors?			⊠ Yes	☐ No
(2) Commander to officers through L	ieutenants/Sergeants	5?	⊠ Yes	☐ No
(3) Supervisors to commander?			⊠ Yes	☐ No
(4) Supervisors to officers?			⊠ Yes	☐ No
(5) Officers to supervisors?			⊠ Yes	☐ No
(6) Officers to commander through c	hain of command?		⊠ Yes	☐ No
(7) Between uniformed/nonuniformed	d employees?		⊠ Yes	☐ No
(8) Suggestions for improvement ma	de/tested?		⊠ Yes	☐ No
c. Commander and supervisors availab	le for counseling?		⊠ Yes	☐ No
(1) Commander attend briefings?	1		⊠ Yes	☐ No
(2) Lieutenant attend evening briefing	gs?		⊠ Yes	□ No
d. Is the information system effective?   ☑ Yes				☐ No
(1) Are personnel aware of current p	rojects?			☐ No
(2) Weekly correspondence routed?			⊠ Yes	□ No

e. How is the commander kept informed	of daily events? Re	fer to comments.		
f. Are photos on picture board current?			⊠ Yes	□No
5. AREA AND STAFF MEETINGS	Evaluated	Action Required	Corrected	
a. Commander adequately prepared for	meetings?		⊠ Yes	□ No
(1) Do meetings begin on time?			⊠ Yes	□No
(2) Is there an agenda?				□ No
b. How often are Area meetings held?	Quarterly, concurrent	with Area training d	ays.	
(1) Who coordinates agenda? Comn	nander.			
(2) Who takes minutes? Rotation an	nong Area supervisor	S.		
(3) Is action taken, with subsequent f	ollow-up?		⊠ Yes	□ No
c. Are successive meetings held?			⊠ Yes	☐ No
d. Are Top Management minutes discus	ssed?		⊠ Yes	☐ No
(1) Does commander support departn	nental programs?		⊠ Yes	□No
(2) Do employees understand informa	ition disseminated?		⊠ Yes	□No
e. Are special interest programs planne	d?		⊠ Yes	☐ No
f. Are schedules arranged for maximum	attendance?		⊠ Yes	□ No
(1) Is information conveyed to absent	members?		⊠ Yes	☐ No
g. What is the frequency of staff meeting D.A.C.C.	gs? Quarterly, usual	ly after commander	returns from	
(1) Agendas distributed prior to meet	ings?		⊠ Yes	□ No
(2) Who attends? Sergeants, PSD s labor representatives are alotted time when		pervisor and comma	nder. The A	rea
(3) Action taken, with subsequent foll	ow-up?		⊠ Yes	☐ No
h. Are Sergeants-only meetings held?				☐ No
i. What is the frequency of nonuniforme	d meetings? Every	six months.		
(1) Who schedules these meetings?	PSD supervisor.			
(2) What is the commander's role?	Refer to comments.			
		<u>\$</u>		
(3) Action taken, with subsequent fol	low-up?		☐ Yes	☐ No

6. MANAGEMENT OF TIME	Evaluated	Action Required	Corrected	
a. Is time spent on activities proportional	ate to importance?	7	⊠ Yes	☐ No
b. Commander/Lieutenant/Sergeants available other than business hours?			⊠ Yes	□ No
7. COLLECTIVE BARGAINING	Evaluated	Action Required	Corrected	
a. Does the commander comply with CI interpretations?			⊠ Yes	□ No
(1) Does a Library copy of all CIs exis	st?		⊠ Yes	☐ No
(2) Employee groups notified prior to	changing policy?		⊠ Yes	□ No
(3) Employee contract training for nonuniformed supervisors?			⊠ Yes	□ No
(4) Managers/supervisors understand grievance/complaint procedures?			⊠ Yes	☐ No

#### 8. COMMENTS

Section 2, paragraph d: In March the Area experienced a hazardous material incident involving an overturned gasoline tanker on SR32. This incident was selected to evaluate the Area's organizational effiency. The on duty sergeant responded and activated the Incident Command System. The Area Commander responded to the scene and resources were coordinated between the communications center, on duty resident post officers and the Area. Several safety briefings were conducted, the incident was well supervised, the investigation was coordinated in an effective manner, and the incident was completed in a timely manner.

Section 4, paragraph a: The methods the commander uses to receive and disseminate information includes briefing items, e-mails, bulletin boards and an open door policy.

Section 4, paragraph a. (2): The commander uses CHP 100 Form comments, CHP Form 2 incident reports, and goes over program 10 stats verbally with the squad. The commander also uses open forum during Area training days and briefings to acknowledge uniform and non-uniform personnel for their accomplishments.

Section 4, paragraph e: The commander is kept aware of daily events by e-mail, MIS incident logs and AIS system. The commander routinely attends daily briefings in addition to checking in with the on duty sergeants at the beginning of each day. AIS logs are printed weekly to keep the commander informed of reports that are getting close to the completion deadline.

Section 5, paragraph i (2): To ensue the Area has an effective suspense system and functions are completed in a timely and efficient manner. To ensure all non-uniform personnel have all the equipment and resources necessary to perform their duties

Department of California Highway Patrol AREA MANAGEMENT EVALUATION Chapter 1 AREA ADMINISTRATION	Area Ukiah	Division Northern	Number 150	V
	Evaluated By	y D. I. Tafel, #12222	Date 4/3/08	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impression. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation					
⊠ Formal □	Informal	Suspense Date 5	/7/08		
Follow-up Required	☐ Correction Report	ACM		4/5	128
⊠ Yes □ No	by	Commander's Re	eview	Date	
1. MANAGEMENT FUNC	CTIONS	Evaluated	Action Required	Correct	ied
a. What functions of m	anagement were observe	ed? SEE ATTACH	HED		
(1) Planning adequa	ate?			⊠ Yes	☐ No
(2) Organizing adeq	uate?			⊠ Yes	☐ No
(3) Staffing adequat	e?			⊠ Yes	☐ No
(4) Directing adequate?			⊠ Yes	☐ No	
(5) Controlling adequate?			⊠ Yes	☐ No	
(6) Delegating adeq	uate?			⊠ Yes	☐ No
2. ORGANIZATION		Evaluated 🖂	Action Required	Correc	ted
a. Current Organizatio	nal Chart?			⊠ Yes	☐ No
(1) Lines of authorit	y, responsibility and train	ing?		⊠ Yes	☐ No
b. How are personnel	informed of commander's	s absence?			
(1) Alternate assign	ed?			⊠ Yes	□No
(2) Division notified	via comm-net?			⊠ Yes	☐ No
c. Have collateral dutie	es been assigned to supe	ervisors?		☐ Yes	⊠ No
(1) Officers aware of	of assignments and/or ch	anges?		☐ Yes	⊠ No
d. How was efficiency	of the organization teste	d? SEE ATTACHI	ED		
e. Is there an appropr	iate span of control?			⊠ Yes	☐ No
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A. Local procedure for periodic review?   No   (1) Date of last review update?	3. JOB DESCRIPTIONS	Evaluated 🖂	Action Required	Corrected	
b. Authority limits explained?  c. Written job descriptions for clerical positions?  (1) Where are job descriptions kept?  (2) Has cross training been conducted?  4. INTERPERSONAL COMMUNICATIONS  a. Commander's methods to disseminate and receive information? SEE ATTACHED  (1) Does the commander use both formal and informal channels?	a. Local procedure for periodic review?			⊠ Yes	☐ No
c. Written job descriptions for clerical positions?	(1) Date of last review update?				
(1) Where are job descriptions kept?  (2) Has cross training been conducted?	b. Authority limits explained?			⊠ Yes	☐ No
(2) Has cross training been conducted?	c. Written job descriptions for clerical po	ositions?		☐ Yes	⊠ No
A. INTERPERSONAL COMMUNICATIONS  Evaluated	(1) Where are job descriptions kept?				
A. INTERPERSONAL COMMUNICATIONS  Evaluated					
a. Commander's methods to disseminate and receive information? SEE ATTACHED  (1) Does the commander use both formal and informal channels?	(2) Has cross training been conducte	d?		⊠ Yes	□No
(1) Does the commander use both formal and informal channels?			Action Required	Corrected	
(2) How does the commander inform personnel of their contributions and/or accomplishments?  SEE ATTACHED  b. Good up and down flow of information within Area?	a. Commander's methods to dissemina	te and receive inform	ation? SEE ATTAC	HED	
(2) How does the commander inform personnel of their contributions and/or accomplishments?  SEE ATTACHED  b. Good up and down flow of information within Area?					
SEE ATTACHED         b. Good up and down flow of information within Area?	(1) Does the commander use both fo	rmal and informal ch	annels?	⊠ Yes	☐ No
b. Good up and down flow of information within Area?  (1) Commander to supervisors?  (2) Commander to officers through Lieutenants/Sergeants?  (3) Supervisors to commander?  (4) Supervisors to officers?  (5) Officers to supervisors?  (6) Officers to commander through chain of command?  (7) Between uniformed/nonuniformed employees?  (8) Suggestions for improvement made/tested?  (8) Suggestions for improvement made/tested?  (1) Commander and supervisors available for counseling?  (2) Lieutenant attend evening briefings?  (3) Yes No  (4) Supervisors to commander?  (5) Officers to supervisors?  (6) Officers to commander through chain of command?  (7) Between uniformed/nonuniformed employees?  (8) Suggestions for improvement made/tested?  (8) Yes No  (9) Lieutenant attend briefings?  (1) Commander attend briefings?  (2) Lieutenant attend evening briefings?  (3) Yes No  (4) No  (5) Officers to commander?  (6) Officers to commander through chain of command?  (8) Yes No  (9) No  (10) Are personnel aware of current projects?  (11) Are personnel aware of current projects?	(2) How does the commander inform	personnel of their co	entributions and/or ac	complishme	nts?
(1) Commander to supervisors?       ☑ Yes ☐ No         (2) Commander to officers through Lieutenants/Sergeants?       ☑ Yes ☐ No         (3) Supervisors to commander?       ☑ Yes ☐ No         (4) Supervisors to officers?       ☑ Yes ☐ No         (5) Officers to supervisors?       ☑ Yes ☐ No         (6) Officers to commander through chain of command?       ☑ Yes ☐ No         (7) Between uniformed/nonuniformed employees?       ☑ Yes ☐ No         (8) Suggestions for improvement made/tested?       ☑ Yes ☐ No         (a) Commander and supervisors available for counseling?       ☑ Yes ☐ No         (b) Commander attend briefings?       ☑ Yes ☐ No         (c) Lieutenant attend evening briefings?       ☑ Yes ☐ No         (d) Is the information system effective?       ☑ Yes ☐ No         (1) Are personnel aware of current projects?       ☑ Yes ☐ No	SEE ATTACHED		2		
(2) Commander to officers through Lieutenants/Sergeants?	b. Good up and down flow of informatio	n within Area?		⊠ Yes	☐ No
(3) Supervisors to commander?	(1) Commander to supervisors?			⊠ Yes	☐ No
(4) Supervisors to officers?       ☑ Yes ☐ No         (5) Officers to supervisors?       ☑ Yes ☐ No         (6) Officers to commander through chain of command?       ☑ Yes ☐ No         (7) Between uniformed/nonuniformed employees?       ☑ Yes ☐ No         (8) Suggestions for improvement made/tested?       ☑ Yes ☐ No         c. Commander and supervisors available for counseling?       ☑ Yes ☐ No         (1) Commander attend briefings?       ☑ Yes ☐ No         (2) Lieutenant attend evening briefings?       ☐ Yes ☐ No         d. Is the information system effective?       ☑ Yes ☐ No         (1) Are personnel aware of current projects?       ☑ Yes ☐ No	(2) Commander to officers through L	ieutenants/Sergeants	5?	⊠ Yes	☐ No
(5) Officers to supervisors?	(3) Supervisors to commander?			⊠ Yes	□No
(6) Officers to commander through chain of command?	(4) Supervisors to officers?			⊠ Yes	☐ No
(7) Between uniformed/nonuniformed employees?	(5) Officers to supervisors?			⊠ Yes	☐ No
(8) Suggestions for improvement made/tested?	(6) Officers to commander through c	hain of command?		⊠ Yes	□ No
c. Commander and supervisors available for counseling?  (1) Commander attend briefings?  (2) Lieutenant attend evening briefings?  (3) Lieutenant attend evening briefings?  (4) Is the information system effective?  (5) Yes No  (6) No  (7) Are personnel aware of current projects?	(7) Between uniformed/nonuniformed	d employees?		⊠ Yes	☐ No
(1) Commander attend briefings?	(8) Suggestions for improvement ma	de/tested?		⊠ Yes	☐ No
(2) Lieutenant attend evening briefings?	c. Commander and supervisors availab	le for counseling?			☐ No
d. Is the information system effective?  (1) Are personnel aware of current projects?  Yes No	(1) Commander attend briefings?			⊠ Yes	☐ No
(1) Are personnel aware of current projects?	(2) Lieutenant attend evening briefings?			Yes	☐ No
	d. Is the information system effective?				□No
(2) Weekly correspondence routed?	(1) Are personnel aware of current p	rojects?		⊠ Yes	☐ No
	(2) Weekly correspondence routed?	->		⊠ Yes	□No

e. How is the commander kept informe	d of daily events? SE	EE ATTACHED		
f. Are photos on picture board current?				☐ No
5. AREA AND STAFF MEETINGS	Evaluated	Action Required	Corrected	
a. Commander adequately prepared fo	r meetings?		⊠ Yes	☐ No
(1) Do meetings begin on time?			⊠ Yes	□No
(2) Is there an agenda?			⊠ Yes	□No
b. How often are Area meetings held?	SEE ATTACHED			
(1) Who coordinates agenda?				
(2) Who takes minutes?				
(3) Is action taken, with subsequent	follow-up?		⊠ Yes	☐ No
c. Are successive meetings held?			⊠ Yes	□No
d. Are Top Management minutes discu	ssed?		⊠ Yes	☐ No
(1) Does commander support departs	mental programs?		⊠ Yes	□ No
(2) Do employees understand inform	ation disseminated?		⊠ Yes	☐ No
e. Are special interest programs planne	ed?		⊠ Yes	□ No
f. Are schedules arranged for maximum	n attendance?		⊠ Yes	☐ No
(1) Is information conveyed to absen	t members?		⊠ Yes	☐ No
g. What is the frequency of staff meetir	ngs? SEE ATTACHE	D		
(1) Agendas distributed prior to mee	tings?		⊠ Yes	☐ No
(2) Who attends?				
(3) Action taken, with subsequent fo	llow-up?		⊠ Yes	□No
h. Are Sergeants-only meetings held?			⊠ Yes	☐ No
i. What is the frequency of nonuniform	ed meetings? SEE A	TTACHED		
(1) Who schedules these meetings?	SEE ATTACHED			
(2) What is the commander's role?	SEE ATTACHED			
and the second s				
(3) Action taken, with subsequent fo	llow-up?		⊠ Yes	☐ No

6. MANAGEMENT OF TIME	Evaluated 🖂	Action Required	Corrected	
a. Is time spent on activities proportional	a. Is time spent on activities proportionate to importance?			☐ No
b. Commander/Lieutenant/Sergeants a	vailable other than bu	ısiness hours?	⊠ Yes	□No
7. COLLECTIVE BARGAINING	Evaluated	Action Required	Corrected	
a. Does the commander comply with CI interpretations?			⊠ Yes	□No
(1) Does a Library copy of all CIs exis	st?		⊠ Yes	□No
(2) Employee groups notified prior to	changing policy?		⊠ Yes	□ No
(3) Employee contract training for nonuniformed supervisors?			⊠ Yes	□No
(4) Managers/supervisors understand grievance/complaint procedures?			⊠ Yes	□ No

#### 8. COMMENTS

#### MANAGEMENT FUNCTIONS

All functions of management were observed. The Area Commander and Area's supervisors do their utmost to promote a positive environment that will enable all employees to perform their duties in compliance with Departmental guidelines. The supervisory staff under the Area Commander's direction organizes Area resources following specific plans to achieve Area and Departmental Goals.

#### 2. ORGANIZATION

A current Area Organizational Chart is presented in the Area Standard Operating Policy (SOP). The Area Commander advises the supervisors of all planned absences. An alternate commander is selected and a MIS is sent to Northern Division advising of the Commander's absence along with the name of the alternate commander.

Collateral duties are assigned to the Area's Sergeants. Because of duty positions changes implemented on 01/01/2008 within the Area supervisors, a new collateral duty statement needs to be update and area personnel notified of these changes. Any changes in collateral duties will be discussed at Area Staff Meetings prior to implementation.

To test the efficiency of the Area; a fatal traffic collision was followed thru the chain of command review process. The investigation was initially submitted by the investigating officer and reviewed by the Area A/I Review Officer. Necessary corrections are noted. The fatal investigation was then forwarded to Sergeant Tafel for his review. Additional corrections were noted and the report was returned to the officer. After all corrections were made, the report was forwarded to Sergeant Tafel. The investigation is then forwarded to the Area Commander for final review and signature.

#### JOB DESCRIPTIONS

Uniformed and non-uniformed job descriptions are listed in the Area's SOP. The last review date was 07/13/2007. On March 1, 2008, collateral duties between the special duty officers and clercial were modified. Because of these modifications job descriptions for non-uniformed employees need to be updated. Clerical cross training has been provided and is ongoing so that one employee can perform the tasks of another with limited supervision.

#### 4. INTERPERSONAL COMMUNICATIONS

The Area Commander and Area's supervisors maintain open lines of communication. The commander disseminates and receives information by utilizing the Departmental e-mail system, by routing pertinent information, and ongoing discussion and review of issues that arise.

The Area Commander routinely attends briefings and Area Training Days to advise the Ukiah squad of Departmental issues and goals. The Area Commander maintains open lines of communication with the Ukiah squad and answers questions of importance to the officers.

#### AREA AND STAFF MEETINGS

Area Training days are conducted every other month. The agenda is planned by Sergeant D. Tafel, #12222, who is the Area Training Coordinator. Training Days begin promptly on time and usually begin with a, "Captain's Hour" in which the commander, or his alternate, discuss Top Management minutes, along with Departmental issues with the officers. The Commander is available to answer specific questions posed by the officers. Officers who are absent from mandatory training are rescheduled at a later date.

Staff Meetings are planned for every other month for a total of six (6) each year. The Area Commander, or his alternate, prepares the agenda for the meeting which is attended by all Area sergeants, the Communication's Supervisor, and the Clerical Supervisor. During the meeting, time is allocated for the Ukiah Area Officer's Representative, Officer Simas, to attend and discuss issues of importance to the Area's employees.

During the Staff Meeting, action items are identified and assigned to a specific supervisor for completion. Minutes are routinely taken by the Administrative Sergeant.

Prior to commencement of the Area Staff Meeting, the Area Sergeants meet to discuss issues to be addressed at the Staff Meeting.

Dispatch Meetings are held quarterly, with time allocated for the Area Commander to attend and address specific issues inherent to the Communications Center.

Clerical Meetings are held quarterly, or as needed. Due to there being only a Clerical Supervisor and two Office Assistants; meetings are less formal and the commander does not routinely attend.

#### MANAGEMENT OF TIME:

The Area Commander and sergeants are available other than business hours.

#### 7. COLLECTIVE BARGAINING

The Commander and Area's supervisors are aware of labor contract provisions. The Commander and Area's supervisors are familiar and understand the grievance/complaint process

D. I. TAFEL, #12222

Sergeant

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#### Memorandum

Date:

May 1, 2008

To:

Northern Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Ukiah Area

File No.:

150.9767.12222

Subject:

CHAPTER 1, AREA MANAGEMENT EVALUATION – ACTION ITEMS

The Ukiah Area has completed updating its organizational chart, subsidiary assignments, and job descriptions in its Standard Operating Procedures Manuel. By completing these action items, the Ukiah Area has met the guidelines from the Chapter 1, Area Management Evaluation, which was completed on April 3, 2008.

Should you have any questions, please contact Sergeant David Tafel at (707) 467-4040.

R. C. MADRIGAL, Commander

Ukiah Area

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION AREA ADMINISTRATION	AREA 147 EVALUATED BY	DIVISION Northern	NUMBER DATE
CHP 453A (Rev. 5-06) OPI 009	Kathleen Lee		02/05/2008
INSTRUCTIONS: Indicate items reviewed by placing a check form is used as a Correction Report, the "Correction" box show individual items with "yes" or "no" answers, or fill in the blanks can be placed on the CHP 454, Area Management Evaluation accomplishments or corrective actions, unresolved items, prob	uld be initialed an as indicated. If Supplement. Tl	nd dated as deficiencies a additional comments are he Supplement should inc	are corrected. Answer necessary, the information clude significant findings,

form can be completed in pen or pencil, and the	Supplement can be handwritten	if desired.	\$) (C	
TYPE OF EVALUATION	SUSPENSE DATE	dV.		
Formal Evaluation Informal Evaluation	1	1		-
FOLLOW-UP REQUIRED ☐ Correction Rep	port COMMANDER'S RÉVIE	yslan	2 //	1 9/08
1. MANAGEMENT FUNCTIONS	EVALUATED .	ACTION REQUIRED	CORRECTED	
I. MANAGEMENT FUNCTIONS	2-5-08	No	N/A	
a. What functions of management were observed	d?	9 - 10	ψ =0	
(1) Planning adequate?	SI C	<u> </u>	✓ Yes	☐ No
(2) Organization adequate?			√ Yes	☐ No
(3) Staffing adequate?		×	✓ Yes	□ No
(4) Directing adequate?		* * * * * * * * * * * * * * * * * * *	√ Yes	□No
(5) Controlling adequate?		- L	√ Yes	☐ No
(6) Delegating adequate?	LINE WILLIAM WE WANT A		√ Yes	☐ No
2. ORGANIZATION	EVALUATED 2-5-08	ACTION REQUIRED	CORRECTED N/A	
a. Current Organizational Chart?	W	14	√ Yes	□No
(1) Lines of authority, responsibility, and traini	ing?		Yes	☑ No.
b. How are personnel informed of commander's a	absence? Direct commulcation w/	supervisors, in/out board,	MIS when nece	ssary.
(1) Alternate assigned?			√ Yes	☐ No,
(2) Division notified via comm-net?			✓ Yes	No
c. Have collateral duties been assigned to superv	visors?	-	√ Yes	☐ No.
(1) Officers aware of assignments and/or char	nges?		√ Yes	☐ Nọ
d. How was efficiency of the organization tested?	Org. Chart reviewed, interviewed	d Lt. Jordan and Sgt. Marm	ont	V
**2. a. (1), Organizational chart is current,	, however training is not addressed.			
e. Is there an appropriate span of control?			√ Yes	☐ No
3. JOB DESCRIPTIONS	2-5-08	ACTION REQUIRED No	CORRECTED N/A	
a. Local procedure for periodic review?			√ Yes	□No
(1) Date of last review update? Annually				
b. Authority limits explained?			√ Yes	□ No
c. Written job descriptions for positions?			√ Yes	☐ No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### AREA ADMINISTRATION

CHP 453A (Rev. 5-06) OPI 009

(2) Has cross training been conducted?  4. COMMUNICATIONS  a. Commander's methods to disseminate and receive information? Email, suspense items, verbally in person, briefing items and through the chain of command.  (1) Does the commander use both formal and informal channels?  (2) How does the commander inform personnel of their contributions and/or accomplishments? Verbal praise, written CHP.2's Commender's Commendation when applicable, 100 form comments and annual evaluations.  b. Good up and down flow of information within Area?  (1) Commander to supervisors?  (2) Commander to officers through lieutenants/sergeants?  (3) Supervisors to commander?  (4) Supervisors to officers?  (5) Officers to supervisors?  (6) Officers to commander through chain of command?  (7) Between uniformed/nonuniformed employees?  (8) Suggestions for improvement made/tested?
A. COMMUNICATIONS   2-19-08   No   N/A
through the chain of command.  (1) Does the commander use both formal and informal channels?
(1) Does the commander use both formal and informal channels?  (2) How does the commander inform personnel of their contributions and/or accomplishments? Verbal praise, written CHP.2's Commender's Commendation when applicable, 100 form comments and annual evaluations.  b. Good up and down flow of information within Area?  (1) Commander to supervisors?  (2) Commander to officers through lieutenants/sergeants?  (3) Supervisors to commander?  (4) Supervisors to officers?  (5) Officers to supervisors?  (6) Officers to commander through chain of command?  (7) Between uniformed/nonuniformed employees?
(2) How does the commander inform personnel of their contributions and/or accomplishments? Verbal praise, written CHP.2's  Commender's Commendation when applicable, 100 form comments and annual evaluations.  b. Good up and down flow of information within Area?
Commender's Commendation when applicable, 100 form comments and annual evaluations.  b. Good up and down flow of information within Area?
b. Good up and down flow of information within Area?  (1) Commander to supervisors?  (2) Commander to officers through lieutenants/sergeants?  (3) Supervisors to commander?  (4) Supervisors to officers?  (5) Officers to supervisors?  (6) Officers to commander through chain of command?  (7) Between uniformed/nonuniformed employees?
(1) Commander to supervisors?       ☑ Yes ☐ No         (2) Commander to officers through lieutenants/sergeants?       ☑ Yes ☐ No         (3) Supervisors to commander?       ☑ Yes ☐ No         (4) Supervisors to officers?       ☑ Yes ☐ No         (5) Officers to supervisors?       ☑ Yes ☐ No         (6) Officers to commander through chain of command?       ☑ Yes ☐ No         (7) Between uniformed/nonuniformed employees?       ☑ Yes ☐ No
(2) Commander to officers through lieutenants/sergeants?
(3) Supervisors to commander?
(4) Supervisors to officers?
(5) Officers to supervisors?
(6) Officers to commander through chain of command?  (7) Between uniformed/nonuniformed employees?  Ves No
(7) Between uniformed/nonuniformed employees?
(8) Suggestions for improvement made/tested?
c. Commander and supervisors available for counseling?
(1) Commander attend briefings?
(2) Lieutenant attend briefings? No
d. Is the information system effective?
(1) Are personnel aware of current projects?
(2) Weekly correspondence routed?
e. How is the commander kept informed of daily events?  Ongoing dialog with supervisors along with rank and file personnel.
f. Are photos on picture board current?
5. AREA AND STAFF MEETINGS EVALUATED 2-19-08 No N/A
a. Commander or facilitator/manager adequately prepared for meetings?
(1) Do meetings begin on time?
(2) Is there an agenda?

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### AREA ADMINISTRATION

CHP 453A (Rev. 5-06) OPI 009

	b. How often are Area meetings held? Quarterly or as necessary,				
	(1) Who coordinates agenda? Facility Commander.	W	3 8	V GP	
	(2) Who takes minutes? Rotates between Sergeants.	P		13	
	(3) Is action taken, with subsequent follow-up?		n 20 at	☑ Yes	☐ No
×	c. Are successive meetings held?		()	☑ Yes	☐ No
	d. Are Top Management minutes discussed?			√ Yes	□ No
	(1) Does commander support departmental programs?		3.3	✓ Yes	☐ No
	(2) Do employees understand information disseminated?		4	☑ Yes	☐ No :
	e. Are special interest programs planned?			☑ Yes	☐ No
	f. Are schedules arranged for maximum attendance?			☑ Yes	☐ No
, <u></u>	(1) Is information conveyed to absent members?			☑ Yes	☐ No
g. What is the frequency of staff meetings? Quarterly.			8.6 - 4	5 S W S	9.1
(1) Agendas distributed prior to meetings?				Yes	☑ No
2.3	(2) Who attends? Facility Commander, Sergeants, OSSI, BU 5 and 12 representatives.				
				3	
	(3) Action taken, with subsequent follow-up?			√ Yes	☐ No
ŀ	n. Are sergeants-only meetings held?	2 4	c 1 H 1 P 1		☐ No
i	. What is the frequency of nonuniformed meetings? Quarterly.	140			
	(1) Who schedules these meetings? Facility Commander.			79	
	(2) What is the commander's role? To facilitate the meeting	gs.	2 2	ĵ.	
			4		
	9	9			
	(3) Action taken, with subsequent follow-up?			√ Yes	☐ No
6. N	MANAGEMENT OF TIME	2-5-08	ACTION REQUIRED NO	CORRECTED N/A	
а	Is time spent on activities proportionate to importance?	2-3-08	140	✓ Yes	☐ No.
	. Commander/lieutenant/sergeants available other than business l	hours?		√ Yes	No
7. C	COLLECTIVE BARGAINING	EVALUATED 2-5-08	ACTION REQUIRED	CORRECTED N/A	
а	. Does the commander comply with Contract Interpretations (CI)?	<del></del>		√ Yes	☐ No
-	(1) Does a library copy of all Cls exist?		-	√ Yes	☐ No
	(2) Employee groups notified prior to changing policy?		100	√ Yes	☐ No
	(3) Employee contract training for nonuniformed supervisors?			√ Yes	☐ No
	(4) Managers/supervisors understand grievance/complaint proc	edures?		☑ Yes	□ No
-					

Department of California Highway Patrol AREA MANAGEMENT EVALUATION Chapter 1 AREA ADMINISTRATION	Area	Division	Number
	Cottonwood	Northern	131
	Evaluated By So	gt. T. Gordon	Date 2/19/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impression. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation					
☐ Formal 🖂	Informal	Suspense Date			
Follow-up Required	☐ Correction Report	1000	100001AT-	2.5	12-08
☐ Yes	by	Commander's R	eview	Dat	e
1. MANAGEMENT FUNC	CTIONS	Evaluated	Action Required	Correc	cted
a. What functions of ma	anagement were observ	ed?			
(1) Planning adequa	te?			Yes	☐ No
(2) Organizing adequ	uate?			Yes	☐ No
(3) Staffing adequate	?			☐ Yes	⊠ No
(4) Directing adequa	te?			Yes	☐ No
(5) Controlling adequ	uate?			⊠ Yes	☐ No
(6) Delegating adequ	rate?	v		⊠ Yes	□ No
2. ORGANIZATION		Evaluated	Action Required	Correc	eted
a. Current Organization	al Chart?			⊠ Yes	□ No
(1) Lines of authority,	responsibility and traini	ng?			☐ No
b. How are personnel in	formed of commander's	absence? Se	e Comments.		
(1) Alternate assigned	d?			⊠ Yes	☐ No
(2) Division notified vi	ia comm-net?			⊠ Yes	☐ No
c. Have collateral duties	been assigned to supe	rvisors?		⊠ Yes	☐ No
(1) Officers aware of	assignments and/or cha	nges?		⊠ Yes	☐ No
d. How was efficiency of	f the organization tested	? See	e Comments.		
e. Is there an appropriat	e span of control?			⊠ Yes	□ No
CHP 453A (Rev 1-96)					Page 1

4/4

3. JOB DESCRIPTIONS	Evaluated	Action Required	Corrected		
a. Local procedure for periodic review?				□No	
(1) Date of last review update? 2/08					
b. Authority limits explained?	b. Authority limits explained?				
c. Written job descriptions for clerical po	sitions?		⊠ Yes	☐ No	
(1) Where are job descriptions kept?	Area SOP.				
(2) Has cross training been conducted	?		⊠ Yes	□No	
4. INTERPERSONAL Evaluated					
a. Commander's methods to disseminate	e and receive informa	ation? See Comr	ments.		
(1) Does the commander use both for	⊠ Yes	☐ No			
(2) How does the commander inform p	personnel of their cor	ntributions and/or acc	complishmer	nts?	
See Comments.			5;		
b. Good up and down flow of information	within Area?		⊠ Yes	☐ No	
(1) Commander to supervisors?			⊠ Yes	☐ No	
(2) Commander to officers through Lie	utenants/Sergeants?	?	⊠ Yes	☐ No	
(3) Supervisors to commander?			⊠ Yes	☐ No	
(4) Supervisors to officers?			⊠ Yes	☐ No	
(5) Officers to supervisors?			⊠ Yes	☐ No	
(6) Officers to commander through cha	ain of command?		⊠ Yes	☐ No	
(7) Between uniformed/nonuniformed	employees?		⊠ Yes	☐ No	
(8) Suggestions for improvement made	e/tested?		⊠ Yes	□ No	
c. Commander and supervisors available	for counseling?		⊠ Yes	□ No	
(1) Commander attend briefings?				☐ No	
(2) Lieutenant attend evening briefings	?		⊠ Yes	□No	
d. Is the information system effective?	⊠ Yes	☐ No			
(1) Are personnel aware of current proj	ects?		⊠ Yes	☐ No	
(2) Weekly correspondence routed?			☐ Yes	⊠ No	

e. How is the commander kept informed	of daily events?	See Commer	nts.	
f. Are photos on picture board current?			⊠ Yes	☐ No
5. AREA AND STAFF MEETINGS	Evaluated	Action Required	Corrected	
a. Commander adequately prepared for	meetings?		⊠ Yes	□ No
(1) Do meetings begin on time?			⊠ Yes	☐ No
(2) Is there an agenda?			⊠ Yes	☐ No
b. How often are Area meetings held?	See Cor	nments.		
(1) Who coordinates agenda?	See Cor	nments.		
(2) Who takes minutes?	See Cor	nments.		
(3) Is action taken, with subsequent for	llow-up?		⊠ Yes	☐ No
c. Are successive meetings held?			⊠ Yes	☐ No
d. Are Top Management minutes discuss	sed?		⊠ Yes	☐ No
(1) Does commander support department	ental programs?		⊠ Yes	□ No
(2) Do employees understand informat	ion disseminated?		⊠ Yes	☐ No
e. Are special interest programs planned	?		⊠ Yes	☐ No
f. Are schedules arranged for maximum a	attendance?		⊠ Yes	☐ No
(1) Is information conveyed to absent n	nembers?		⊠ Yes	☐ No
g. What is the frequency of staff meetings	See Com	ments.		
(1) Agendas distributed prior to meetin	gs?		⊠ Yes	☐ No
(2) Who attends?	See Com	nments.		
(3) Action taken, with subsequent follow	w-up?		⊠ Yes	☐ No
h. Are Sergeants-only meetings held?			⊠ Yes	☐ No
i. What is the frequency of nonuniformed	meetings? As nee	ded.		
(1) Who schedules these meetings?	Sergeant's			
(2) What is the commander's role? Ad	ctive participant.			
(3) Action taken, with subsequent follow	v-up?		⊠ Yes	☐ No
		19.		

### AREA MANAGEMENT EVALUATION

6

Chapter 1 AREA ADMINISTRATION

6. MANAGEMENT OF TIME	Evaluated	Action Required	Corrected		
a. Is time spent on activities proportiona		☐ No			
b. Commander/Lieutenant/Sergeants available other than business hours?				□ No	
7. COLLECTIVE BARGAINING	Evaluated	Action Required	Corrected		
a. Does the commander comply with CI interpretations?				☐ No	
(1) Does a Library copy of all CIs exist?				☐ No	
(2) Employee groups notified prior to changing policy?				□ No	
(3) Employee contract training for nonuniformed supervisors?			⊠ Yes	☐ No	
(4) Managers/supervisors understand grievance/complaint procedures?				□ No	
8. COMMENTS See page 5.	8. COMMENTS See page 5.				
CHP 453A (Rev 1-96)				Page 4	

#### **COMMENTS**

- 1. a (3) At the time of this evaluation, the Cottonwood Inspection Facility (CIF) is understaffed in regards to uniformed personnel. In the near future, three officers will be transferring into the Area. None of the new officers are commercial trained and will require level-1 training before becoming fully functional here at the facility. Their training should be completed by late May. The staffing level for non-uniform personnel (Commercial Vehicle Inspectors) is adequate.
- 2. b The commander discusses his planned absences during scheduled staff meetings. For unplanned absences, he personally contacts supervisory staff and informs them accordingly.
- 2. d Organizational efficiency at the CIF is continually evaluated by the commander and can be seen through the smooth operational flow throughout the entire facility.
- 4. a The commander has an open door policy and encourages all employees to share their thoughts and/or concerns. Information is disseminated through briefing items, Area training days, personal contact and email.
- 4. a (2) The commander attends shift briefings and verbally discusses employee contributions and accomplishments. He also takes the time to personally review all monthly activity forms that are submitted by each employee (both uniform and non-uniform) and provides hand written comments regarding their performance and accomplishments.
- 4. e Through informal meetings with supervisory staff and email.
- 5. b Informal meetings are held as deemed necessary. Area staff meetings are scheduled after each Division Area Commanders' Conference.
- 5. b (1) Commander and Sergeant's.
- 5. b (2) The Area's OSS-1 takes the meeting minutes. She utilizes a portable "Alpha Smart" word processor, and except for a final review, has the minutes completed by the end of the meeting.
- 5. g Area staff meetings are schedule after each Division Area Commanders' Conference.
- 5. g (2) All supervisory staff. Union representatives are invited and encouraged to attend non-confidential portions of the meeting.

10/09/2009 15:14 7074656427 CHPCRESCENT PAGE STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA DIVISION AREA MANAGEMENT EVALUATION NUMBER 120 NORTHERN AREA ADMINISTRATION 120-EVALUATED BY CHP 453A (Rev. 5-06) OPI 009 DATE SGT, S. HABLITZEL ID #9211 02/12/2008 t. \_\_RUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454. Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired. TYPE OF EVALUATION SUSPENSE DATE Formal Evaluation Informal Evaluation FOLLOW-UP REQUIRED Correction Report COMMANDER'S REVIEW Yes V No 1. MANAGEMENT FUNCTIONS EVALUATED ACTION REQUIRED CORRECTED Х a. What functions of management were observed? Planning adequate? V Yes ☐ No Organization adequate? V Yes ☐ No Staffing adequate? √ Yes ☐ No (4) Directing adequate? √ Yes · No (5) Controlling adequate? ☑ Yes □ No (6) Delegating adequate? √ Yes □ No 2. ORGANIZATION EVALUATED ACTION REQUIRED CORRECTED X a. Current Organizational Chart? √ Yes (1) Lines of authority, responsibility, and training? V Yes No. b. How are personnel informed of commander's absence? SEE COMMENTS (1) Alternate assigned? V Yes .□ No Division notified via comm-net? Yes □ No c. Have collateral duties been assigned to supervisors? √ Yes ☐ No (1) Officers aware of assignments and/or changes? √ Yes ☐ No d. How was efficiency of the organization tested? SEE COMMENTS e. Is there an appropriate span of control? ☑ Yes □ No 3. JOB DESCRIPTIONS EVALUATED ACTION REQUIRED CORRECTED X a. Local procedure for periodic review? V Yes ☐ No (1) Date of last review update? 01/23/2008 Authority limits explained? ☑ Yes ☐ No

Written job descriptions for positions?

· No

✓ Yes

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

CHP 453A (Rev. 5-06) OPI 009				
How often are Area meetings held? SEE COMMENTS	3			
(1) Who coordinates agenda? The Commander			_	
(2) Who takes minutes? Supervisors rotate responsibil	ity for taking Staff me	esting notes		
(3) Is action taken, with subsequent follow-up?		Hotos.		
c. Are successive meetings held?			✓ Yes	No
d. Are Top Management minutes discussed?	-		Yes The	□ No
(1) Does commander support departmental programs?			✓ Yes	.□ No
(2) Do employees understand information disseminated?			☑ Yes	No
e. Are special interest programs planned?			☑ Yes	□ No
f. Are schedules arranged for maximum attendance?			☑ Yes	□ No
(1) Is information conveyed to absent members?			✓ Yes	.□ No
g. What is the frequency of staff meetings? Quarterly and u	Don additional directi	Von from the Comme	☑ Yes	□ No
(1) Agendas distributed prior to meetings?	pon additional directi	ves from the Commander.	P-0	
(2) Who attends? Commander, Sergeants, Office Supe	ervisor Association P		☑ Yes	□ No
C	7 TOOL, 7 TOOCIATION N	epresentatives and guest.		
- (3) Action taken, with subsequent follow-up?				
h. Are sergeants-only meetings held?			✓ Yes	□ No
1 What is the free	al as needed,		√ Yes	□ No
(1) Who schedules these meetings? Office Supervisor/M				
/O\ \A4-44 #				
The Commander pa	articipates as needed.			
		·		rar
(3) Action taken, with subsequent follow-up?				
MANAGEMENT OF TIME	EVALUATED	T	☑ Yes	□ No
	X	ACTION REQUIRED	CORRECTED	
Is time spent on activities proportionate to importance?			☑ Yes	□ No
o. Commander/lieutenant/sergeants available other than busine	ess hours?		☑ Yes	☐ No
COLLECTIVE BARGAINING	EVALUATED X	ACTION REQUIRED	CORRECTED	
. Does the commander comply with Contract Interpretations (C		_	☑ Yes	
(1) Does a library copy of all CIs exist?				No No
(2) Employee groups notified prior to changing policy?			✓ Yes	□ No
(3) Employee contract training for nonuniformed supervisors?	?		✓ Yes  ✓ Yes	□ No
(4) Managers/supervisors understand grievance/complaint pr		<del></del>		□ No
162A (Day 6 76) Barra D			☑ Yes	No No

CHPCRESCENT

State of California

Business, Transportation and Housing Agency

### Memorandum

Date:

March 20, 2008

To:

Northern Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Crescent City Area

File No.:

120.clerical.010361.Area Administration

Subject:

AREA MANAGEMENT EVALUATION - AREA ADMINISTRATION

Recently, Sergeant Steve Hablitzel, ID 9211, of the Crescent City Area command completed an informal Area Management Evaluation of the Area Administration for the Crescent City Area. Attached is the results documented on CHP 453A, Area Management Evaluation - Area

Administration. Any questions may be directed to me at (707) 464-3117.

JOE MCENULTY, Licutenant Commander

Attachment

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
A DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION AREA ADMINISTRATION

CHP 453A (Rev. 5-06) OPI 009

AREA DIVISION NUMBER
120 NORTHERN 120

EVALUATED BY QATE

SGT. S. HABLITZEL ID #9211 02/12/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired. SUSPENSE DATE TYPE OF EVALUATION ✓ Informal Evaluation Formal Evaluation DATE COMMANDER'S REVIEW FOLLOW-UP REQUIRED Correction Report V No BY ☐ Yes CORRECTED ACTION REQUIRED EVALUATED 1. MANAGEMENT FUNCTIONS Х a. What functions of management were observed? ☐ No V Yes Planning adequate? ☐ No √ Yes Organization adequate? ☐ No √ Yes Staffing adequate? ·□ No √ Yes Directing adequate? □ No **∇** Yes Controlling adequate? (5) √ Yes Delegating adequate? CORRECTED ACTION REQUIRED EVALUATED 2. ORGANIZATION X ☐ No √ Yes a. Current Organizational Chart? ☐ No V Yes (1) Lines of authority, responsibility, and training? SEE COMMENTS b. How are personnel informed of commander's absence? √ Yes . □ No (1) Alternate assigned? Yes □ No (2) Division notified via comm-net? ☐ No √ Yes c. Have collateral duties been assigned to supervisors? ☐ No √ Yes (1) Officers aware of assignments and/or changes? SEE COMMENTS d. How was efficiency of the organization tested? V Yes e. Is there an appropriate span of control? CORRECTED ACTION REQUIRED EVALUATED 3. JOB DESCRIPTIONS X ☐ No √ Yes a. Local procedure for periodic review? (1) Date of last review update? 01/23/2008 √ Yes b. Authority limits explained? Yes . □ No c. Written job descriptions for positions?

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION SUPPLEMENT

SUBJECT: AREA ADMINSTI	RATION, Chapter 1	DATE:	02/12/2
SECTIONS	COMMENTS	Help the service of t	
2,b	The Area utilizes verbal notifications, e-mail and the sign out boar	d	***
2.d	A review of the Area's collision and arrest reports confirmed a star		and organized
	procedure in place.		
.a	The Commander disseminates information through his Sergeants,	e-mail; at briefings/	debricfings,
	and on informal contacts.		-
.a (2)	The Commander personally notifies employees of the accomplish	ments and contributi	ons. The
(3)	Commander attends briefings to notify officers of accomplishment	s and contributions,	and makes
	needed comments on employee's CHP form 100.		
·.C	The Commander is kept informed of daily events through personal	l contact with Area	staff. In
	addition, the Commander keeps informed through e-mail and the		
5,b	Area staff meetings are conducted quarterly or more frequently as		nmander.
			- AUF
		- 24	
<del></del>			- Aug
			-
			- 22
<u> </u>			**
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***		*	24
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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

	1) Where are job descriptions kept? Area SOP		
			No
	2) Has cross training been conducted?	✓ Yes CORRECTED	
co	MMUNICATIONS EVALUATED ACTION REQUIRED	CORRECTED	
a.	Commander's methods to disseminate and receive information?  SEE COMMENTS		1040
_	to the formal information phase (2)		
_	Does the commander use both formal and informal channels?  SEE  SEE	COMMENTS	4.0
	2) How does the commander inform personnel of their contributions and/or accomplishments? SEE	COMMENTO	
b.	Good up and down flow of Information within Area?	<b></b> ✓ Yes	□ No
-	1) Commander to supervisors?	☑ Yes	□ N
_	2) Commander to officers through lieutenants/sergeants?	☑ Yes	□ N
	3) Supervisors to commander?	☑ Yes	N
	4) Supervisors to officers?	☑ Yes	□N
	(5) Officers to supervisors?	☑ Yes	N
	6) Officers to commander through chain of command?	✓ Yes	
-	(7) Between uniformed/nonuniformed employees?	✓ Yes	. 🗆 V
	(8) Suggestions for improvement made/tested?	√ Yeş	
C.	Commander and supervisors available for counseling?	√ Yes	
	(1) Commander attend briefings?	☑ Yes	
	(2) Lieutenant attend briefings?	✓ Yes	
d.	Is the information system effective?	✓ Yes	1 [
	(1) Are personnel aware of current projects?	☑ Yes	
	(2) Weekly correspondence routed?	☑ Yes	
e.	How is the commander kept informed of daily events? SEE COMMENTS		
		✓ Yes	
	Are photos on picture board current?  EVALUATED ACTION REQUIRED	CORRECTED	
	EA AND STAFF MEETINGS X	✓ Yes	
<b>a</b> .	Commander or facilitator/manager adequately prepared for meetings?	✓ Yes	
	(1) Do meetings begin on time?	✓ Yes	
	(2) Is there an agenda?	M les	المما

Department of California Highway Patrol AREA MANAGEMENT EVALUATION Chapter 1		Area . Mount Shasta	Division Northern	Number 146	
AREA ADMINISTRATION		Evaluated By Sgt.	Date 3/20/09		
Required" box. If this fo dated as deficiencies and blanks as indicated. If a Summary Statement. T	e items reviewed by placir rm is used as a Correction e corrected. Answer individitional comments are not the Summary Statement solved items, problems or eted in pen or pencil, and	idual items with "you ecessary, the infor hould include signi	es" or "no" answers mation can be place ficant findings, acco	, or fill in the omplishme mpression	nts or
Type of Evaluation			*:		
☐ Formal	☑ Informal	Suspense Date	3/20/09		
Follow-up Required	☐ Correction Report	De la constantina della consta	If Jes	- 3	20-0
☐ Yes	by	Commander	eview	Date	
1. MANAGEMENT FUNCTIONS		Evaluated 🖂	Action Required	Correct	ed
a. What functions of	management were obser	ved?	786		
(1) Planning adeq	uate?			Yes	☐ No
(2) Organizing add	equate?			⊠ Yes	□ No
(3) Staffing adequ	ate?	\$11		⊠ Yes	□ No
(4) Directing adec	uate?	200		⊠ Yes	□ No
(5) Controlling add	equate?	9 8	-211	⊠ Yes	□ No
(6) Delegating add	equate?			⊠ Yes	☐ No
2. ORGANIZATION		Evaluated	Action Required	Correc	ted
a. Current Organiza	tional Chart?			⊠ Yes	☐ No
(1) Lines of autho	rity, responsibility and trai	ning?		⊠ Yes	□ No
b. How are personne	el informed of commander	r's absence?			
(1) Alternate assigned?				⊠ Yes	☐ No
(2) Division notified via comm-net?				⊠ Yes	□ No
c. Have collateral duties been assigned to supervisors?				⊠ Yes	□ No
(1) Officers aware	of assignments and/or o	hanges?		⊠ Yes	☐ No
d. How was efficient	cy of the organization test	ed? AIS and hand	-written logs for the	tracking o	of
traffic collision invest				71 A.	
e is there an approx	oriate span of control?			⊠ Yes	☐ No

### AREA MANAGEMENT EVALUATION Chapter 1

AREA ADMINISTRATION		management and the second	Comestad			
3. JOB DESCRIPTIONS	Evaluated	Action Required	Corrected			
a. Local procedure for periodic review?			⊠ Yes	□ No		
(1) Date of last review update? 1/2/0	8					
b. Authority limits explained?			⊠ Yes	□ No		
c. Written job descriptions for clerical po	ositions?		Yes	☐ No		
(1) Where are job descriptions kept?						
4						
(2) Has cross training been conducted	ed?		⊠ Yes	□ No		
4. INTERPERSONAL COMMUNICATIONS	Evaluated	Action Required	Corrected			
a. Commander's methods to disseminate and receive information? Routing of correspondence						
with routing slips. Face-to-face meeting	s with staff members	s. The systems are a				
(1) Does the commander use both formal and informal channels?						
(2) How does the commander inform	personnel of their c	ontributions and/or a	ccomplishme	nts?		
Personally and during training days	and briefings. Writte	n documents are also				
b. Good up and down flow of information	on within Area?		⊠ Yes	☐ No		
(1) Commander to supervisors?			⊠ Yes	☐ No		
(2) Commander to officers through t	doutenants/Sergean	es?	⊠ Yes	□ No		
(3) Supervisors to commander?			⊠ Yes	□ No		
(4) Supervisors to officers?			⊠ Yes	☐ No		
(5) Officers to supervisors?				☐ No		
(6) Officers to commander through of	chain of command?	(a)	∑ Yes	□ No		
(7) Between uniformed/nonuniforme	d employees?			☐ No		
(8) Suggestions for improvement ma	ade/tested?		⊠ Yes	□ No		
c. Commander and supervisors availa	ble for counseling?			☐ No		
(1) Commander attend briefings?			⊠ Yes	□ No		
(2) Lieutenant attend evening briefir	igs?	15/1		□ No		
d. Is the information system effective?				☐ No		
(1) Are personnel aware of current	orojects?		⊠ Yes	∏ No		
(2) Weekly correspondence routed?	)		⊠ Yes	☐ No		

## AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION				
e. How is the commander kept informed				
correspondence by Area supervisors an	d special duty emplo	yees.	N V • •	□No
f. Are photos on picture board current?			⊠ Yes	
5. AREA AND STAFF MEETINGS	Evaluated	Action Required	Corrected	
a. Commander adequately prepared fo	r meetings?	2	⊠ Yes	□ No
(1) Do meetings begin on time?			⊠ Yes	□ No
(2) Is there an agenda?			✓ Yes	□ No
b. How often are Area meetings held?	Staff meetings are o	conducted every othe	r month	
(1) Who coordinates agenda? Serg	eant in charge of pla	nning specific staff m	eetings.	
(2) Who takes minutes? Sergeant i				
(3) Is action taken, with subsequent			⊠ Yes	☐ No
c. Are successive meetings held?			⊠ Yes	☐ No
d. Are Top Management minutes discu	issed?		⊠ Yes	☐ No
(1) Does commander support depart	mental programs?		⊠ Yes	☐ No
(2) Do employees understand inform	nation disseminated?		⊠ Yes	□ No
e. Are special interest programs plann	ed?		Yes	□No
f. Are schedules arranged for maximu	m attendance?	·	⊠ Yes	□ No
(1) Is information conveyed to abser	nt members?		⊠ Yes	□ No
g. What is the frequency of staff meeti	ngs? Every other m	onth.		
(1) Agendas distributed prior to mea	etings?		⊠ Yes	□ No
(2) Who attends? All Area supervis	sors, the Area Repre	sentative, and the off	ice	
supervisor.				
(3) Action taken, with subsequent for	ollow-up?			□ No
h. Are Sergeants-only meetings held?			⊠ Yes	□ No
i. What is the frequency of nonuniform	ned meetings? As no	ecessary.		
(1) Who schedules these meetings	? The office supervi	sor.		
(2) What is the commander's role?	Technical advice/gu	ildance.		
(3) Action taken, with subsequent f	ollow-up?		⊠ Yes	☐ No

AREA ADMINISTRATION				
6. MANAGEMENT OF TIME	Evaluated	Action Required	Corrected	
a. Is time spent on activities proportiona	ate to importance?		⊠ Yes	□ No
b. Commander January Sergeants av			⊠ Yes	□No
7. COLLECTIVE BARGAINING	Evaluated	Action Required	Corrected	
a. Does the commander comply with Cl	I interpretations?		⊠ Yes	☐ No
(1) Does a Library copy of all Cls exi			⊠ Yes	□ No
				□ No
(2) Employee groups notified prior to (3) Employee contract training for no		visors?	⊠ Yes	☐ No
(4) Managers/supervisors understan			⊠ Yes	□ No
(,,				
8. COMMENTS				
CHP 453A (Rev 1-96)				Page 4

#### Memorandum

Date:

March 5, 2008

To:

Northern Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Humboldt Area

File No.:

10190

Subject:

INFORMAL INSPECTION - CHAPTER 1 AREA ADMINISTRATION,

HUMBOLDT AREA

Attached is the assigned Chapter 1 "Area Administration" informal evaluation for your review.

Please let know if you have any questions or concerns. I'm happy to report the Humboldt Area

continues to perform its Area Administrative functions in a professional and courteous manner.

R. J. DEL MESE

Captain

Department of California Highway Patrol AREA MANAGEMENT EVALUATION Chapter 1 AREA ADMINISTRATION	Area Humboldt	Division Northern	Number 125
	Evaluated By Serg	eant B. Fabbri	Date 1/1/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impression. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Suspense Date   Follow-up Required	Type of Evaluation					
	☐Formal ⊠i	Informal	Suspense Date			
1. MANAGEMENT FUNCTIONS  Evaluated	Follow-up Required	☐ Correction Report				
a. What functions of management were observed?  (1) Planning adequate?	∐Yes ⊠No	by	Commander's R	eview	Date	<del></del>
(1) Planning adequate?	1. MANAGEMENT FUN	CTIONS		Action Required	Correct	ted
(2) Organizing adequate?	a. What functions of m	anagement were observ	ed?			
(3) Staffing adequate?	(1) Planning adequa	ate?			⊠Yes	□No
(4) Directing adequate?       ☑Yes       ☑No         (5) Controlling adequate?       ☑Yes       ☑No         (6) Delegating adequate?       ☑Yes       ☑No         2. ORGANIZATION       Evaluated ☑       Action Required ☑       ☐       ☐       ☐       ☐       Ino       ☐	(2) Organizing adeq	uate?			⊠Yes	□No
(5) Controlling adequate?	(3) Staffing adequat	e?			⊠Yes	□No
(6) Delegating adequate?       Syes       No         2. ORGANIZATION       Evaluated       Action Required       Corrected         a. Current Organizational Chart?       Syes       No         (1) Lines of authority, responsibility and training?       Syes       No         b. How are personnel informed of commander's absence?       Syes       No         (1) Alternate assigned?       Syes       No         (2) Division notified via comm-net?       Syes       No         c. Have collateral duties been assigned to supervisors?       Syes       No         (1) Officers aware of assignments and/or changes?       Syes       No         d. How was efficiency of the organization tested?       Random audits, including A/I Review are conducting by the Area Commander.       Example 1	(4) Directing adequa	ate?			⊠Yes	□No
2. ORGANIZATION  Evaluated  Action Required  Syes No  (1) Lines of authority, responsibility and training?  b. How are personnel informed of commander's absence?  (1) Alternate assigned?  (2) Division notified via comm-net?  C. Have collateral duties been assigned to supervisors?  (1) Officers aware of assignments and/or changes?  Action Required  Yes No  No  Yes No  No  No  Action Required  Yes No  No  No  Yes No  No  No  Action Required  Yes No	(5) Controlling adeq	uate?			⊠Yes	□No
a. Current Organizational Chart?	(6) Delegating adeq	uate?			⊠Yes	□No
(1) Lines of authority, responsibility and training?  b. How are personnel informed of commander's absence?  (1) Alternate assigned?  (2) Division notified via comm-net?  C. Have collateral duties been assigned to supervisors?  (1) Officers aware of assignments and/or changes?  (2) Division notified via comm-net?  (3) Ves No  (4) Officers aware of assignments and/or changes?  (5) No  (6) How was efficiency of the organization tested? Random audits, including A/I Review are conducting by the Area Commander.	2. ORGANIZATION			Action Required	Correct	ted
b. How are personnel informed of commander's absence?  (1) Alternate assigned?	a. Current Organization	nal Chart?			⊠Yes	□No
(1) Alternate assigned?	(1) Lines of authority	, responsibility and train	ing?		⊠Yes	□No
(2) Division notified via comm-net?  C. Have collateral duties been assigned to supervisors?  Yes No  (1) Officers aware of assignments and/or changes?  MYes No  d. How was efficiency of the organization tested? Random audits, including A/I Review are conducting by the Area Commander.	b. How are personnel i	nformed of commander's	s absence?			
c. Have collateral duties been assigned to supervisors?  (1) Officers aware of assignments and/or changes?  (2) Wes No  (3) How was efficiency of the organization tested? Random audits, including A/I Review are conducting by the Area Commander.	(1) Alternate assigne	ed?			⊠Yes	□No
(1) Officers aware of assignments and/or changes?	(2) Division notified	via comm-net?			⊠Yes	□No
d. How was efficiency of the organization tested? Random audits, including A/I Review are conducting by the Area Commander.	c. Have collateral dutie	s been assigned to supe	ervisors?		⊠Yes	□No
conducting by the Area Commander.	(1) Officers aware of	anges?		⊠Yes	□No	
	d. How was efficiency of	of the organization tested	d? Random audit	s, including A/I Rev	view are	
e. Is there an appropriate span of control?	conducting by the Area	Commander.				
	e. Is there an appropria	ate span of control?			⊠Yes	□No

Page 1

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3. JOB DESCRIPTIONS	Evaluated S	Action Required	Corrected	41-3
a. Local procedure for periodic review?			⊠Yes	□No
(1) Date of last review update? 1/1/0	8			
b. Authority limits explained?			⊠Yes	□No
c. Written job descriptions for clerical po	ositions?		⊠Yes	□No
(1) Where are job descriptions kept?	Area SOP Annexes			
(2) Has cross training been conducte	d?		⊠Yes	□No
4. INTERPERSONAL COMMUNICATIONS	Evaluated	Action Required	Corrected	50
a. Commander's methods to disseminat	e and receive inform	nation? Verbal, E-Ma	ail, Suspense	
Files, Sergeant Daily Log				
(1) Does the commander use both for	rmal and informal ch	annels?	⊠Yes	□No
(2) How does the commander inform	personnel of their co	ontributions and/or ac	complishme	nts?
Commendations, elauations, verbally	during training days	and briefings		
b. Good up and down flow of information within Area?				
(1) Commander to supervisors?			⊠Yes	□No
(2) Commander to officers through Li	eutenants/Sergeants	?	⊠Yes	□No
(3) Supervisors to commander?			⊠Yes	□No
(4) Supervisors to officers?			⊠Yes	□No
(5) Officers to supervisors?			⊠Yes	□No
(6) Officers to commander through ch	ain of command?		⊠Yes	□No
(7) Between uniformed/nonuniformed	employees?		⊠Yes	□No
(8) Suggestions for improvement mad	le/tested?		⊠Yes	□No
c. Commander and supervisors availabl	e for counseling?		⊠Yes	□No
(1) Commander attend briefings?			⊠Yes	□No
(2) Lieutenant attend evening briefing	s?		□Yes	⊠No
d. Is the information system effective?			⊠Yes	□No
(1) Are personnel aware of current pro	ojects?		⊠Yes	□No
(2) Weekly correspondence routed?			⊠Yes	□No

6. MANAGEMENT OF TIME	Evaluated	Action Required	Corrected	
a. Is time spent on activities proportional	ate to importance?		⊠Yes	□No
b. Commander/Lieutenant/Sergeants as	vailable other than bu	usiness hours?	⊠Yes	□No
7. COLLECTIVE BARGAINING	Evaluated	Action Required	Corrected	
a. Does the commander comply with Cl	interpretations?		⊠Yes	□No
(1) Does a Library copy of all Cls exis	st?		⊠Yes	□No
(2) Employee groups notified prior to	changing policy?		⊠Yes	□No
(3) Employee contract training for nor	nuniformed superviso	ors?	⊠Yes	□No
(4) Managers/supervisors understand	d grievance/complain	t procedures?	⊠Yes	□No
8. COMMENTS	8			
There were no discrepanices noted in the	he evaluation. The h	Humboldt Area appea	ars to be	
administered in the spirit of the evaluati	on and meets the ne	eds of the Area.		
<del></del>				
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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION AREA ADMINISTRATION

CHP 453A (Rev. 5-06) OPI 009

MNEM	DIVIDION	Inomeen
Yreka	Northern	145
EVALUATED BY		DATE
Shawn Page, Se	ergeant	03/13/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

form can be completed in pen or pencil, and the Supplement	SUSPENSE DATE	ii desired.		
TYPE OF EVALUATION  Formal Evaluation  Informal Evaluation	dodi Ende Britis			
FOLLOW-UP REQUIRED Correction Report	COMMANDER'S REVIE	W	DATE	
	Ctake	Y. Parial Xa	3/20/	2008
Yes No BY	EVALUATED	ACTION REQUIRED	CORRECTED	
1. MANAGEMENT FUNCTIONS	Yes	No		
a. What functions of management were observed?				
(1) Planning adequate?			☑ Yes	No
(2) Organization adequate?			✓ Yes	□ No
(3) Staffing adequate?			√ Yes	□ No
(4) Directing adequate?			☑ Yes	☐ No
(5) Controlling adequate?			✓ Yes     ✓ Yes	☐ No
(6) Delegating adequate?			☑ Yes	☐ No
2. ORGANIZATION	EVALUATED	ACTION REQUIRED No	CORRECTED	
	Yes	140	✓ Yes	□ No
a. Current Organizational Chart?			✓ Yes	□ No
(1) Lines of authority, responsibility, and training?	(1) Lines of authority, responsibility, and training?  Departmental email, Comm-net, Sergeants, OSS-1  Departmental email, Comm-net, Sergeants, OSS-1			
	Departmental eman, C	omm-net, oorgeants, ess r	√ Yes	☐ No
(1) Alternate assigned?			✓ Yes	□ No
(2) Division notified via comm-net?				
c. Have collateral duties been assigned to supervisors?			☑ Yes	□ No
(1) Officers aware of assignments and/or changes?			✓ Yes	∐ No
d. How was efficiency of the organization tested? Daily eva	aluation of documents	for timely submission.		
e. Is there an appropriate span of control?			☑ Yes	□ No
3. JOB DESCRIPTIONS	Yes	No ACTION REQUIRED	CORRECTED	
	1 63	1,50	☑ Yes	☐ No
a. Local procedure for periodic review?				
(1) Date of last review update? 10/03/2007			✓ Yes	□ No
b. Authority limits explained?			✓ Yes	 □ No
c. Written job descriptions for positions?				
		sent to	, no Dla	c453a506.frp

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

#### AREA ADMINISTRATION

СН	P 453A	(Rev. 5-06) OPI 009				·
	(1)	Where are job descriptions kept? Area S.O.P.				
	(2)	Has cross training been conducted?			☑ Yes	☐ No
4.	COM	MUNICATIONS	Yes	No No	CORRECTED	
	a. Co	ommander's methods to disseminate and receive information?	Departme	ntal email, staff meetings, o	daily briefings, i	informal
	m	ectings.				
	(1)	Does the commander use both formal and informal channels	s?		☑ Yes	☐ No
	(2)	How does the commander inform personnel of their contribu	itions and/or accor	mplishments? Discu	ussions at daily	briefings,
		training days, commendable incident reports, CHP 100 form	n comments, CHP	118's.		
	b. Go	ood up and down flow of information within Area?			✓ Yes	☐ No
	(1)	Commander to supervisors?			☑ Yes	☐ No
	(2)	Commander to officers through lieutenants/sergeants?				☐ No
	(3)	Supervisors to commander?			√ Yes	□ No
	(4)	Supervisors to officers?			☑ Yes	☐ No
	(5)	Officers to supervisors?			☑ Yes	☐ No
	(6)	Officers to commander through chain of command?				☐ No
	(7)	Between uniformed/nonuniformed employees?			✓ Yes	☐ No
	(8)	Suggestions for improvement made/tested?			☑ Yes	☐ No
	c. Co	nmander and supervisors available for counseling?			✓ Yes	☐ No
	(1)	Commander attend briefings?			✓ Yes	□ No
	(2)	Lieutenant attend briefings?			√ Yes	☐ No
	d. Is	the information system effective?			☑ Yes	☐ No
	(1)	Are personnel aware of current projects?			✓ Yes	☐ No
	(2)	Weekly correspondence routed?			√ Yes	☐ No
	e. Ho	ow is the commander kept informed of daily events?	Daily 'Sergeant's L	og', informal meetings wit	h supervisory st	taff,
	De	epartmental email, telephone.	1			
	f. Are	photos on picture board current?			√ Yes	☐ No
5.	AREA	AND STAFF MEETINGS	Yes Yes	No REQUIRED	CORRECTED	
	a. Co	ommander or facilitator/manager adequately prepared for mee	tings?		√ Yes	☐ No
_	(1)	Do meetings begin on time?			✓ Yes	☐ No
-	(2)	Is there an agenda?			✓ Yes	☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

### AREA ADMINISTRATION

CHP	P 453A (Rev. 5-06) OPI 009				
þ	b. How often are Area meetings held? Quarterly				
	(1) Who coordinates agenda? Training Sergeant				
	(2) Who takes minutes? Assigned Sergeant				
	(3) Is action taken, with subsequent follow-up?				☐ No
	c. Are successive meetings held?			☑ Yes	☐ No
C	d. Are Top Management minutes discussed?			✓ Yes	☐ No
	(1) Does commander support departmental programs?			√ Yes	☐ No
	(2) Do employees understand information disseminated?			√ Yes	☐ No
	e. Are special interest programs planned?			☑ Yes	☐ No
f	f. Are schedules arranged for maximum attendance?			☑ Yes	☐ No
	(1) Is information conveyed to absent members?			✓ Yes	☐ No
C	g. What is the frequency of staff meetings? Monthly				
	(1) Agendas distributed prior to meetings?				□ No
-	(2) Who attends? Commander, Lieutenant, Sergeants, N	lon-uniformed super	visore, PAO, Barganing un	ınit representatives.	
	(3) Action taken, with subsequent follow-up?			☑ Yes	☐ No
h	h. Are sergeants-only meetings held?			☑ Yes	☐ No
	i. What is the frequency of nonuniformed meetings? Quarterl	у			
	(1) Who schedules these meetings? PSDS-1				
		tion on current opera	ations, provide general info	rmation and guid	dance on
_	future operations, explain Departmental philosophy and				
	Tuture operations, explain 2 operation				
-	(3) Action taken, with subsequent follow-up?			✓ Yes	□ No
		EVALUATED	ACTION REQUIRED	CORRECTED	
	MANAGEMENT OF TIME	Yes	No	✓ Yes	☐ No
- E	a. Is time spent on activities proportionate to importance?				
t	b. Commander/lieutenant/sergeants available other than busine	ess hours'?	ACTION REQUIRED	CORRECTED	
7. 0	COLLECTIVE BARGAINING	Yes	No		
	a. Does the commander comply with Contract Interpretations (	CI)?			□ No
	(1) Does a library copy of all CIs exist?			✓ Yes	☐ No
	(2) Employee groups notified prior to changing policy?			√ Yes	☐ No
	(3) Employee contract training for nonuniformed supervisor	rs?			□ No
	(4) Managers/supervisors understand grievance/complaint	procedures?		☑ Yes	☐ No

#### Department of California Highway Patrol Division Number Area AREA MANAGEMENT EVALUATION Northern 170-01-08 Alturas (170) AREA ADMINISTRATION Date 03/08/08 Evaluated By T. Dunn

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impression. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation					
☐ Formal	Informal	Suspense Date			
Follow-up Required	☐ Correction Report	AC11	tittell	7 3/	26 km
☐ Yes	by	Commander's Re	eview	Dat	e
1. MANAGEMENT FUNC	CTIONS	Evaluated	Action Required	Correc	oted
a. What functions of m	anagement were observ	ed? Daily operation	ons, meetings, and	planning	l
(1) Planning adequa	ate?			⊠ Yes	□No
(2) Organizing adeq	uate?			⊠ Yes	☐ No
(3) Staffing adequat	e?			⊠ Yes	☐ No
(4) Directing adequa	ate?			⊠ Yes	□ No
(5) Controlling adeq	uate?			⊠ Yes	☐ No
(6) Delegating adeq	uate?		391	⊠ Yes	□No
2. ORGANIZATION		Evaluated	Action Required	Correc	ted
a. Current Organization	nal Chart?			⊠ Yes	□No
(1) Lines of authority	y, responsibility and train	ing?		⊠ Yes	☐ No
	informed of commander's	s absence? MIS d	esignating acting c	ommano	ler and
(1) Alternate assign	ed?			⊠ Yes	□No
(2) Division notified	via comm-net?			⊠ Yes	☐ No
c. Have collateral dutie	es been assigned to supe	ervisors?		⊠ Yes	☐ No
(1) Officers aware o	f assignments and/or cha	anges?		⊠ Yes	□No
d. How was efficiency assigned duties of s	of the organization tested upervisors and when/how	d? Officers were a wating command	sked at briefings if er was assigned.	the knev	v
e. Is there an appropri	ate span of control?			⊠ Yes	□No
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# AREA MANAGEMENT EVALUATION Chapter 1 AREA ADMINISTRATION

7.1.12.7.7.12.11.11.11.11.11.11.11.11.11.11.11.11.				
3. JOB DESCRIPTIONS	Evaluated	Action Required	Corrected	
a. Local procedure for periodic review?				□No
(1) Date of last review update? Staff	meeting on January	31, 2008.		
b. Authority limits explained?			Yes	□No
c. Written job descriptions for clerical positions?			⊠ Yes	☐ No
(1) Where are job descriptions kept?	Area S.O.P. 2.4.11	and 2.4.12		
(2) Has cross training been conducte	d?		⊠ Yes	☐ No
4. INTERPERSONAL COMMUNICATIONS	Evaluated	Action Required	Corrected	
Commander's methods to dissemina meets with officers on training days.	te and receive inform communicats daily w	nation? Commander vith clerical staff and	attends brie sergeants.	fings,
(1) Does the commander use both fo	rmal and informal ch	annels?	⊠ Yes	☐ No
(2) How does the commander inform	personnel of their co	ontributions and/or ac	complishme	nts?
Contributions and accompishments are acknowledged at briefings and training days.				
b. Good up and down flow of informatio	n within Area?		⊠ Yes	☐ No
(1) Commander to supervisors?			⊠ Yes	☐ No
(2) Commander to officers through L	ieutenants/Sergeants	5?	⊠ Yes	☐ No
(3) Supervisors to commander?				☐ No
(4) Supervisors to officers?			⊠ Yes	☐ No
(5) Officers to supervisors?			⊠ Yes	☐ No
(6) Officers to commander through c	hain of command?	S-1	⊠ Yes	☐ No
(7) Between uniformed/nonuniformed	d employees?		⊠ Yes	□No
(8) Suggestions for improvement ma	de/tested?		⊠ Yes	☐ No
c. Commander and supervisors availab	le for counseling?			☐ No
(1) Commander attend briefings?			⊠ Yes	☐ No
(2) Lieutenant attend evening briefing	gs?		⊠ Yes	☐ No
d. Is the information system effective?			⊠ Yes	☐ No
(1) Are personnel aware of current per	rojects?	ž)	⊠ Yes	□ No
(2) Weekly correspondence routed?				☐ No

#### AREA MANAGEMENT EVALUATION Chapter 1 AREA ADMINISTRATION

e. How is the commander kept informed commander and sergeants notify the	l of daily events? Da commander of signif	ily dispatch logs are icant everns by telep	reviewed by hone and/or	the email.
f. Are photos on picture board current?				□No
5. AREA AND STAFF MEETINGS	Evaluated	Action Required	Corrected	
a. Commander adequately prepared for	meetings?		⊠ Yes	☐ No
(1) Do meetings begin on time?				☐ No
(2) Is there an agenda?				☐ No
b. How often are Area meetings held?	Two per quarter durir	ng training days.		
(1) Who coordinates agenda? Area	commander			
(2) Who takes minutes? Rotates am	ong command mana	gement team.		
(3) Is action taken, with subsequent f	ollow-up?			☐ No
c. Are successive meetings held?			⊠ Yes	□No
d. Are Top Management minutes discus	ssed?		⊠ Yes	☐ No
(1) Does commander support departn	50			☐ No
(2) Do employees understand informa	ation disseminated?		⊠ Yes	☐ No
e. Are special interest programs planne	d?		⊠ Yes	☐ No
f. Are schedules arranged for maximum	attendance?			☐ No
(1) Is information conveyed to absent	members?		⊠ Yes	☐ No
g. What is the frequency of staff meetin	gs? Quarterly			
(1) Agendas distributed prior to meet	ings?		⊠ Yes	☐ No
(2) Who attends? Area commande	er, sergeants, and OS	SSI. (All managemen	t and superv	risors)
15 E				
(3) Action taken, with subsequent follows	ow-up?		⊠ Yes	☐ No
h. Are Sergeants-only meetings held?			⊠ Yes	□No
i. What is the frequency of nonuniforme and discuss issues as they arrise with the	d meetings? The tw e commander. Form	o clerical employees al meetings are sche	communica eduled as ne	te daily eded
(1) Who schedules these meetings?	The Office Supervis	SOF		
(2) What is the commander's role?	· · · · · · · · · · · · · · · · · · ·			
The commander is actively engaged	and makes decision	s after considering a	ıll opinions.	
(3) Action taken, with subsequent fol	low-up?		⊠ Yes	□No

#### AREA MANAGEMENT EVALUATION Chapter 1 AREA ADMINISTRATION

CHP 453A (Rev 1-96)

				_
6. MANAGEMENT OF TIME	Evaluated	Action Required	Corrected	
a. Is time spent on activities proportiona	ite to importance?			☐ No
b. Commander/Lieutenant/Sergeants av			⊠ Yes	☐ No
7. COLLECTIVE BARGAINING	Evaluated	Action Required	Corrected	
a. Does the commander comply with CI	interpretations?		⊠ Yes	☐ No
(1) Does a Library copy of all CIs exist?				☐ No
(2) Employee groups notified prior to	(2) Employee groups notified prior to changing policy?		⊠ Yes	☐ No
(3) Employee contract training for not	nuniformed superviso	ors?		☐ No
(4) Managers/supervisors understand				☐ No
8. COMMENTS Overall communication information both up and down the chain of situation arrises. Management and supervite established policies and procedures.	command. Meetings	s are held reguarly ar	nd as needed	d if a

Page 4

#### Department of California Highway Patrol AREA MANAGEMENT EVALUATION Chapter 3 ACCIDENTS, ENFORCEMENT, AND SERVICES

CHP 453C (Rev 1-96)

Area 25	Division Northern	Number	9
Evaluated By H. J	. Rosendahl	Date 9/15/08	В

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation  Formal  Inf	ormal	Suspense Date 1	0/10/08		
Follow-up Required  Yes No	Correction Report by	Commander's Re	view	9-/5.0 Date	8
1. HEADQUARTERS S' REPORTS	TATISTICAL	Evaluated	Action Required	Correcte	ed
a. Do supervisors utili	ze MIS and SWITRS rep	orts?		⊠ Yes	☐ No
b. Are statistical repor	rts reviewed as necessary	y by supervisors?		⊠ Yes	☐ No
(1) How is this info	rmation disseminated and	filed for future use	e? Status board in	briefing ro	om.
c. Are reports availab	le for interested employe	es?		⊠ Yes	☐ No
2. LOCAL DATA		Evaluated	Action Required	Correct	ed
a. Are local statistics	collected and data develo	oped for Area opera	ational needs?	⊠ Yes	□ No
	d to record and store data			⊠ Yes	☐ No
b. How is data analyz briefings.	zed and presented to field	I personnel? AIS, t	hen presented to o	officers in	
(1) Are visual aids	used?			⊠ Yes	□ No
3. ACCIDENT REDUC		Evaluated	Action Required	Correc	ted
a. Does Area have w	ritten accident reduction	plans?		⊠ Yes	☐ No
	objectives realistic and u			⊠ Yes	☐ No
·	exible and complete?	× × × × × × × × × × × × × × × × × × ×		⊠ Yes	□ No
	s been successful?			⊠ Yes	☐ No
	asis been placed in the co	orrect areas?		⊠ Yes	☐ No
	commander familiar with			⊠ Yes	☐ No
	isors familiar with Area pl			⊠ Yes	□ No
CLID 4530 (Day 1 96)					Page 1

#### AREA MANAGEMENT EVALUATION Chapter 3 ACCIDENTS, ENFORCEMENT, AND SERVICES

(d) Is progress towards goals disc	ussed with all Area pe	ersonnel?	⊠ Yes	□ No
(1) Who has been involved in the staff with field input.	ne development of ac	cident reduction plans	.? Commar	nd ———
b. Has an effective deployment plan bee	en established and is	it followed?	⊠ Yes	□ No
(1) Is deployment proportional to acci	dent and congestion	problems?	⊠ Yes	☐ No
(a) Are officer's personal needs co	onsidered?		☐ Yes	⊠ No
(b) Are special events properly co	vered?		⊠ Yes	□ No
(c) Are lieutenants and sergeants deployed based on needs of the Area?			⊠ Yes	☐ No
(2) Does the vacation schedule follow	v policy and address	needs of Area?	⊠ Yes	☐ No
(a) What process is used when ch	nanges to the master	vacation schedule are	made?	
Supervisory approval.				
(b) Are special duty officers sched	duled separately?		⊠ Yes	☐ No
(1) Who replaces vacationing s	special duty officers?	Other SD officers.		
(2) Are motorcycle officers sch	eduled separately?	N/A	☐ Yes	☐ No
4. ENFORCEMENT	Evaluated	Action Required	Corrected	
a. Does activity address accident reduc	ction and compliance	with the law?	⊠ Yes	□ No
(1) Are statistics from accidents used	d to properly guide er	nforcement activity?	⊠ Yes	☐ No
(2) Do CHP 215s, 281s, and 267s co			Yes	☐ No
(a) Do supervisors use matrix rep			⊠ Yes	☐ No
5. SERVICES	Evaluated	Action Required	Corrected	
a. Do Area personnel recognize the im services?	portance of their role	in providing motorist a	and public ⊠ Yes	☐ No
b. Does the commander emphasize im	portance of service of	outlined in GO 100.45?	? 🛚 Yes	☐ No
(1) Are field personnel aware of bea			⊠ Yes	☐ No
(2) Do services rendered reflect good			⊠ Yes	☐ No
(3) Has Area established procedure	s for females in need	of assistance?	⊠ Yes	☐ No
c. Do CHP 415s indicate services are		<del></del>	⊠ Yes	☐ No
(1) Are vehicles stored if left on the			⊠ Yes	□ No
(2) Are CHP 422s used in accordan			⊠ Yes	☐ No
d. Are uniformed employees annually		, Special Relationships	s? 🛚 Yes	□ No
(1) Do employees comply with the comply with the complex comply with the complex compl			⊠ Yes	□ No

#### AREA MANAGEMENT EVALUATION Chapter 3 ACCIDENTS, ENFORCEMENT, AND SERVICES

6. BEATS	Evaluated 🖂	Action Required	Corrected	
a. Does Area comply with GO 100.64?			⊠ Yes	□No
(1) Are beats organized in compliance	e with current policy?	)	⊠ Yes	☐ No
(a) Can accident causes and loca	tions be effectively is	olated and dealt with	? 🛚 Yes	□ No
(2) Is there effective communication to problems on various beats?	between officers and	supervisors relating	⊠ Yes	□ No
(3) What methods are used to identif	y high accident locati	ons on beats?	⊠ Yes	☐ No
b. Are beat descriptions current?			⊠ Yes	☐ No
(1) Are revisions made in accordance	e with time limitations	listed in GO 100.641	? 🛛 Yes	☐ No
(2) Are beat maps, or similar devices	s, provided for officers	s to use in the field?	⊠ Yes	□ No
(3) Are supervisors familiar with the	beat structure?		⊠ Yes	□ No
c. Are beat instructions current?				☐ No
(1) Are the following identified:		1		
(a) Principle landmark locations?			⊠ Yes	☐ No
(b) Seasonal fluctuations in traffic	flow?		⊠ Yes	□ No
(c) High frequency accident locati	ons?		⊠ Yes	□ No
(d) Primary collision factors?			⊠ Yes	□ No
(e) Hazardous areas?			⊠ Yes	☐ No
(f) Recommended patrol procedu	res?		⊠ Yes	☐ No
7. POST-ARREST PROCEDURES	Evaluated	Action Required	Corrected	
a. Is prosecution sought whenever pos	ssible?		⊠ Yes	□ No
(1) Do accident investigations adeq	uately support prosec	cution?	⊠ Yes	☐ No
(2) What is the percentage of arrest	s resulting from accid	dent investigation?		
(3) Are felony hit-and-run accidents	adequately investiga	ited?	⊠ Yes	□ No
(a) Is information in the reports so of the suspects and issuance of	sufficient to result in the a criminal complaint?	he identification	⊠ Yes	☐ No
b. Are Owner's Responsibility citations	s reviewed to ensure	approved procedures	s? Xes	☐ No
c. Are officers competent in the use of their forensic alcohol training records of	chemical testing equourrent?	uipment, and are	⊠ Yes	☐ No
(1) Is there a system in place to modetermine if additional training is ne	nitor chemical tests reded?	results in order to	⊠ Yes	□ No
(2) Do arrest reports contain docum	entation to support s	uccessful prosecution	n? 🛚 Yes	☐ No
				D 0

AREA MANAGEMENT EVALUATION Chapter 3 ACCIDENTS, ENFORCEMENT, AND SERVICES

ACCIDENTO, ENTORNELLE TOTAL				
(a) Do sergeants and officers know w during a major investigation?				□ No
(3) When are a juvenile's parents notifie	ed during an arrest si	tuation? Whenever	ossible.	
(a) Who is responsible for the notific	ation? The arresting	officer or Juvi hall		
(4) Are officers familiar with citizen's ar			⊠ Yes	∐ No
(5) Do all officers know how to operate	PAS devices?		⊠ Yes	□ No
(a) What system is used to monitor devices?	the security, account	ability, and calibratio	n of PAS	
Calibration and accountability conducted ever	ery Thursday.			
d. Who reviews reports before submissio officer				
(1) What records are maintained on th criminal complaint?	e number of arrests r	esulting in the succe	ssful filing o	f a 
AIS				
(2) Do the figures indicate a problem?			⊠ Yes	□ No
(3) Does the court officer have a good	I rapport with the dist	rict attorney's office?	Yes X	□ No
(4) Does Area commander have a go	od relationship with tl	ne district attorney?	⊠ Yes	
(5) Is there adequate monitoring of th	e disposition of crimi	nal cases?	⊠ Yes	□ No
e. Does a review of the CHP 207 file inconumber of dismissal requests?	licate an apparent pr	oblem with the	☐ Yes	⊠ No
8. RADAR SPEED ENFORCEMENT	Evaluated	Action Required	Corrected	
a. Does Area follow the procedures in F	HPM 100.4 for radar	speed enforcement?	⊠ Yes	□ No
b. Does the Project Coordinator fully ur outlined in HPM 100.4, and is the Area	derstand his/her duti	es and responsibilitie	es as	□ N
(1) Has testing and maintenance bee	en recorded on the C	HP 99B?	⊠ Yes	□ N
(a) Has service been performed a	according to manufac	cturer's specifications	s? X Yes	□и
(2) Have speedometers in patrol vel calibrated by certified radar units oth	sicles used for radar	speed enforcement b	oeen	□N
(3) Is internal calibration completed	by the guidelines in h	HPM 100.4, Chapter	4? X Yes	N
(a) Are officers recertified annua			⊠ Yes	<u> </u>
(4) Do officers have a CHP 195 in the listed on their CHP 270?		and is their training	⊠ Yes	
(5) Are traffic and engineering surve	eys updated every fiv	ve years?	⊠ Yes	3   I
CHP 453C (Rev 1-96)				Page

#### AREA MANAGEMENT EVALUATION Chapter 3 ACCIDENTS, ENFORCEMENT, AND SERVICES

(6) Does Area periodically check to ensure "Speed Checked by Radar" signs are in place where required?			⊠ Yes	□No
c. Are self-evaluations of the Area's radar	program accompl	ished?	⊠ Yes	☐ No
9. DRIVING UNDER THE INFLUENCE ENFORCEMENT PROGRAMS	Evaluated	Action Required	Corrected	
a. Policies and Procedures				
(1) Does Area personnel utilize approve	ed FSTs?		⊠ Yes	☐ No
(2) Does Area use additional FSTs at the No	ne request of the d	istrict attorney?	Yes	
(3) Do officers utilize CHP 202C, Gaze	Nystagmus Valida	ation Record?	⊠ Yes	□ No
b. Are officers familiar with related codes	relative to drug inf	luence?	⊠ Yes	□ No
c. Arrest Policies and Procedures				
(1) Are CHP 202s, complete and comp	rehensive?		⊠ Yes	☐ No
(2) Are CHP 202s reviewed and initiale	d by a supervisor?	>	⊠ Yes	☐ No
(3) Are CHP 735s, DUI Cost Recovery	Report, completed	d according to policy?	⊠ Yes	□No
(a) Are 735s completed and process	sed within 60 days	of conviction date?	⊠ Yes	☐ No
(b) Are 735s accurate, and supporte officer's CHP 415?	ed by the times red	corded on the	⊠ Yes	□ No
(4) Does Area have an SOP on Hospita	al Release of In-C	ustody Arrestees?	⊠ Yes	☐ No
(5) Does Area utilize the cite and release	se program?		⊠ Yes	☐ No
(6) Are Area personnel familiar with the	e 0.04 BAC law for	commercial drivers?	⊠ Yes	☐ No
(7) Are personnel familiar with the 24-h	nour commercial tie	e-up requirements?	⊠ Yes	☐ No
(8) Are officers familiar with requirement drivers under the age of 21?	nts of the zero BA	C tolerance for	⊠ Yes	□No
(a) Does Area maintain a file for Ad zero tolerance violations?	ministrative Per Se	e ((DS 367) for	⊠Yes	□ No
(b) Are officers familiar with CHP 4' violations?	15 reporting of zer	o BAC tolerance	⊠Yes	☐ No
(9) Are Area officers familiar with requiunder 21 with a 0.05 BAC or greater?	irements in enforc	ing 23140 CVC,	⊠ Yes	☐ No
(10) Does Area have a policy for enfor	cing 23175 CVC,	DUI with three priors?	☐ Yes	⊠ No
d. Does Area have policy for retention/pre	eservation of bloo	d and urine samples?	⊠ Yes	☐ No
(1) Does Area utilize the Non-Consent	ual Chemical Test	ing (NCT) Program?	⊠ Yes	☐ No
(2) Does Area participate in the enhan	ced NCT Program	1?	☐ Yes	⊠ No
e. Does Area have established local police documentation is submitted to DMV within	cy to ensure Admi n five business da	nistrative Per Se ys of an arrest?	⊠ Yes	☐ No
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# AREA MANAGEMENT EVALUATION Chapter 3 ACCIDENTS, ENFORCEMENT, AND SERVICES

f. Does Area have an SOP on the use of PAS devices?			⊠ Yes	□ No
(1) Does Area ensure the maximum number are deployed on each shift?			⊠ Yes	☐ No
(2) Who is the Area PAS coordinator? Officer Kathy Smith				
(3) Does the PAS coordinator maintain t	the records for use a	and calibration?	⊠ Yes	☐ No
(4) PAS devices calibrated every 10 day	vs/150 tests, whiche	ver occurs first?	⊠ Yes	□No
(5) Does Area maintain records to ensur	re accountability for	each device?	⊠ Yes	☐ No
g. Does the Area operate sobriety checkpoints?			⊠ Yes	□ No
(1) If so, does Area have a written plan for each location?			⊠ Yes	□ No
(2) Are operational plans retained for tw	(2) Are operational plans retained for two years, plus current?			☐ No
(3) Does Area conduct checkpoints with	other agencies?		⊠ Yes	☐ No
(4) Is a supervisor assigned to each che	eckpoint?		⊠ Yes	□ No
(5) Are PAS devices available at checks	(5) Are PAS devices available at checkpoints?			☐ No
(6) Is chemical testing available at the sobriety checkpoint location?			⊠ Yes	☐ No
(7) Is the media notified 48 hours in advance?			⊠ Yes	☐ No
(8) Are CHP 205, Sobriety Checkpoint Activity Reports, submitted to Division and the Office of Research and Planning?			⊠ Yes	☐ No
h. Does Area participate in the DUI Report	ters Reward Progra	m?	⊠ Yes	☐ No
10. OTHER SPECIAL ENFORCEMENT Evaluated				
	11-22-73-73-74-7-7-7-7-7-7-7-7-7-7-7-7-7-7-7-	Action Required	Corrected	d
			Corrected  Market	d No
PROGRAMS	program operating	within the Area?	☐ Yes	□ No
PROGRAMS  a. Is there an airplane speed enforcement	program operating	within the Area?	☐ Yes	□ No
a. Is there an airplane speed enforcement  (1) If so, what is the extent of Area's inv	program operating rolvement? Norther	within the Area?	☐ Yes	□ No
a. Is there an airplane speed enforcement  (1) If so, what is the extent of Area's investment several times per month.	program operating rolvement? Norther	within the Area?	☐ Yes	□ No
a. Is there an airplane speed enforcement  (1) If so, what is the extent of Area's investment several times per month.  (2) How are personnel selected? Rand	program operating rolvement? Norther	within the Area?	☐ Yes  orks in Area	□ No
a. Is there an airplane speed enforcement  (1) If so, what is the extent of Area's investment several times per month.  (2) How are personnel selected? Rand  (3) Is training provided?	program operating volvement? Norther om	within the Area? In Division plane wo	Yes orks in Area	□ No
a. Is there an airplane speed enforcement  (1) If so, what is the extent of Area's investment several times per month.  (2) How are personnel selected? Rand  (3) Is training provided?  (4) Does the program have the support	program operating volvement? Norther om	within the Area? In Division plane wo	Yes  Yes  Yes  Yes  Yes	□ No □ No □ No
a. Is there an airplane speed enforcement  (1) If so, what is the extent of Area's investment several times per month.  (2) How are personnel selected? Rand  (3) Is training provided?  (4) Does the program have the support (5) Is media reaction favorable?	program operating volvement? Norther om	within the Area? In Division plane wo	Yes  Yes  Yes  Yes  Yes  Yes	□ No □ No □ No □ No
a. Is there an airplane speed enforcement  (1) If so, what is the extent of Area's investment several times per month.  (2) How are personnel selected? Rand  (3) Is training provided?  (4) Does the program have the support  (5) Is media reaction favorable?  b. Does the Area operate DUI checkpoints	program operating volvement? Norther om	within the Area? In Division plane wo	Yes  Yes  Yes  Yes  Yes  Yes  Yes	□ No □ No □ No □ No □ No
a. Is there an airplane speed enforcement  (1) If so, what is the extent of Area's investment several times per month.  (2) How are personnel selected? Rand  (3) Is training provided?  (4) Does the program have the support (5) Is media reaction favorable?  b. Does the Area operate DUI checkpoints (1) Does Area have a written plan?	program operating volvement? Norther om  of the district attorn	within the Area? In Division plane wo	Yes Yes Yes Yes Yes Yes Yes Yes Yes	□ No □ No □ No □ No □ No □ No
a. Is there an airplane speed enforcement  (1) If so, what is the extent of Area's investment several times per month.  (2) How are personnel selected? Rand  (3) Is training provided?  (4) Does the program have the support  (5) Is media reaction favorable?  b. Does the Area operate DUI checkpoints	program operating volvement? Norther om  of the district attorn	within the Area? In Division plane wo	Yes Yes Yes Yes Yes Yes Yes Yes Yes	No No No No No No No

# AREA MANAGEMENT EVALUATION Chapter 3 ACCIDENTS, ENFORCEMENT, AND SERVICES

ACCIDENTS, EN ONCEMENT, AND GENVICES		
(3) Does Area follow guidelines in HPM 100.8?	☐ Yes	⊠ No
(4) Is breath or chemical testing available at the checkpoint?	⊠ Yes	☐ No
(5) Is the media notified 48 hours in advance?	⊠ Yes	☐ No
(6) Has media reaction been favorable?	⊠ Yes	☐ No
c. Does Area have personnel assigned to SEU?	⊠ Yes	☐ No
(1) What is the current mission of the unit?		
Accident reduction, speed and DUI enforcement.		
(2) How are members selected? Random, using grant overtime.		
(3) Who supervises the unit? Sergeant		
(4) Is the unit effective?	⊠ Yes	☐ No
d. Does the Area have overtime enforcement programs?	⊠ Yes	☐ No
(1) If so, what are they? Slic 1 & 2, Roving DUI, Hoopa Valley DUI enforcement corridor OT,	t, College [	JUI
(2) Is assignment of officers consistent with the terms of the Unit 5 contract?	⊠ Yes	☐ No
e. Are Reimbursable Services Contracts properly initiated and monitored?	⊠ Yes	☐ No
(1) Do overtime costs stay within the amount stipulated by the contract?	⊠ Yes	☐ No
<b>COMMENTS</b> Pg 4, 7. (E) - The CHP 207 is the "Financial Assistance Authorization" apply to subject matter.	form, does	not
Pg. 5, - 9 (10) 23175 VC is no longer California Law.		
Pg. 5 - 9. (D) (1) Felonies only.		
Pg. 6 - Section 10 repeats information already asked in Section 9??	•	
Pg. 7 - (3) HPM 100.8 does not exist??		
CHP 453C (Rev 1-96)		Page 7

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# AREA MANAGEMENT EVALUATION COLLISIONS, ENFORCEMENTS, AND SERVICES

CHP 453C (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER	-/
Red Bluff #130	Northern #101		V
EVALUATED BY		DATE	
E. Hersom, #11555		08/19/2008	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

form can be completed in p	en or pencil, and the Suppleme		desired.		
TYPE OF EVALUATION		SUSPENSE DATE			
	Informal Evaluation	09/03/2008 COMMANDER'S REVIEW		DATE	
TOLLOW-UP REQUIRED  Yes No  1. HEADQUARTERS STATIS	BYSTICAL_REPORTS	Al. J. Jens EVALUATED	ACTION REQUIRED	9-3-24 CORRECTED	XX8
T. HEADQUARTERO OTATIO	OHOAL NEI ORTO	Yes	No		
a. Do supervisors utilize l	VIIS and SWITRS reports?			✓ Yes	∐ No
b. Are statistical reports re	eviewed as necessary by supervis	sors?		✓ Yes	☐ No
(1) How is the informa	ation disseminated and filed for fut	ure use? See attach	ed narrative report.		
c. Are reports available fo	or interested employees?		80	√ Yes	□No
2. LOCAL DATA		Yes	ACTION REQUIRED NO	CORRECTED	
a. Are local statistics colle	ected and data developed for Area	a operational needs?	V - H - W - H - W - H - W - H - W - H - W - H - W - H - W - H - W - H - W - H - W - H - W - W	√ Yes	☐ No
(1) Are PCs utilized to	o record and store data?			√ Yes	☐ No
b. How is data analyzed	and presented to field personnel?	See attached narrat	ive report.		-
(1) Are visual aids us	ed?			√ Yes	☐ No
3. COLLISION REDUCTION		Yes	ACTION REQUIRED No	CORRECTED	
a. Does Area have writte	n collision reduction plans?			√ Yes	☐ No
(1) Are goals and obj	ectives realistic and understandab	ole?		☑ Yes	☐ No
(a) Are plans flex	xible and complete?			✓ Yes	□No
(2) Have the plans be	een successful?			√ Yes	☐ No
(a) Has emphas	is been placed in the correct areas	s?		✓ Yes	☐ No
(b) Is the Area c	ommander familiar with results?			☑ Yes	☐ No
(c) Are supervise	ors familiar with Area plans and go	pals?		☑ Yes	☐ No
(d) Is progress to	owards goals discussed with all A	rea personnel?		✓ Yes	☐ No
1 Who has	been involved in the development	t of collision reduction plar	ns? See attached narra	tive report.	
h bloograffesting days	numant alan haar astablished and	Lie it followed?		√ Yes	☐ No
р. наѕ ап епестіче деріс	byment plan been established and	i is it iollowed?		IA 1 62	110
( <del>2</del>					

# COLLISIONS, ENFORCEMENTS, AND SERVICES CHP 453C (Rev. 5-06) OPI 009

115 4	453C (Rev. 5-06) OPI 009	
	(1) Is deployment proportional to collision and congestion problems?	☑ Yes ☐ No
	(a) Are officers' personal needs considered?	☑ Yes ☐ No
	(b) Are special events properly covered?	☑ Yes ☐ No
	(c) Are lieutenants and sergeants deployed based on needs of the Area?	☑ Yes ☐ No
	(2) Does the vacation schedule follow departmental policy and address the needs of the Area?	☑ Yes ☐ No
	(a) What process is used when changes to the master vacation schedule are made? So	attached narrative report.
	(b) Are special duty officers scheduled separately?	☑ Yes □ No
	1 Who replaces vacationing special duty officers? See attached narrative report.	).
	2 Are motorcycle officers scheduled separately?	☐ Yes    ✓ No
F	ENFORCEMENT EVALUATED ACTION R	UIRED CORRECTED
_	a. Does enforcement activity address collision reduction and compliance with the law?	✓ Yes □ No
a.		V Yes □ No
	<ul> <li>(1) Are statistics from collisions used to properly guide enforcement activity?</li> <li>(2) Do CHP 215s, 281s, 267s, and 202Ds compare with activity listed on the CHP 415 and CHF</li> </ul>	
		✓ Yes □ No
	(a) Do supervisors use matrix reports to audit enforcement activity?  EVALUATED ACTION R	
. s	SERVICES Yes No	(f)
а	a. Do Area personnel recognize the importance of their role in providing motorist and public service	
b	b. Does the commander properly emphasize the importance of service as outlined in GO 100.45?	☑ Yes ☐ No
	(1) Are field personnel aware of beats having heavy service requirements?	
	(2) Do services rendered reflect good beat accountability?	☑ Yes □ No
	(3) Has Area established procedures for persons in need of assistance?	☑ Yes ☐ No
С	c. Do CHP 415s indicate services are provided to disabled motorists?	☑ Yes ☐ No
	(1) Are vehicles stored if left on the freeway over four hours?	☑ Yes ☐ No
	(2) Are CHP 422s used in accordance with policy?	☑ Yes □ No
d	d. Are all uniformed employees annually trained on GO 100.6, Special Relationships?	☑ Yes □ No
	(1) Do employees complete the CHP 268 for incidents in which potential liability may be incurred	?
S. E	BEATS EVALUATED ACTION I	QUIRED CORRECTED
a	a. Does Area comply with GO 100.64, Beat Descriptions?	✓ Yes □ No
	(1) Are beats organized in compliance with current policy?	✓ Yes
_	(a) Can collision causes and locations be effectively isolated and addressed?	
	(2) Is there effective communication between officers and supervisors relating to problems on	
	beats?	☑ Yes ☐ No

## COLLISIONS, ENFORCEMENTS, AND SERVICES CHP 453C (Rev. 5-06) OPI 009

	(3) What methods are used to identify high collision locations on beats? See attached narrative report.		ď
		[7] v	
b.	Are beat descriptions current?	✓ Yes	□ No
	(1) Are revisions made in accordance with time limitations listed in GO 100.64, Beat Descriptions?	☑ Yes	∐ No
	(2) Are beat guides, or similar devices, provided for officers to use in the field?	☑ Yes	□ No
	(3) Are supervisors familiar with the beat structure?	☑ Yes	No No
c.	Are beat instructions current?	☑ Yes	☐ No
	(1) Are the following identified:		F
	(a) Principle landmark locations?	☑ Yes	☐ No
	(b) Seasonal fluctuations in traffic flow?	☑ Yes	☐ No
	(c) High frequency collisions locations?	✓ Yes	☐ No
-	(d) Primary collision factors?	√ Yes	☐ No
	(e) Hazardous areas?	√ Yes	☐ No
	(f) Recommended patrol procedures?	√ Yes	☐ No
7. P	DST-ARREST PROCEDURES  EVALUATED Yes  No	CORRECTED	Į.
а.	Is prosecution sought whenever possible?	√ Yes	□Nổ
	(1) Do collision investigations adequately support prosecution?	√ Yes	☐ No
	(2) What is the percentage of arrests resulting from collision investigation? See attached narrative report.		
	(3) Are felony hit-and-run collisions adequately investigated?	☑ Yes	☐ No
	(a) Is information in the reports sufficient to result in the identification of the suspects and issuance of a criminal complaint?	☑ Yes	☐ No
b.	Are owner's responsibility citations reviewed by supervisors to ensure the use of approved procedures?	√ Yes	☐ No
C.	Are officers competent in the use of chemical testing equipment, and are their forensic alcohol training records current?	☑ Yes	☐ Nö
	(1) Is there a system in place to monitor chemical test results in order to determine if additional training is needed?	√ Yes	☐ No
	(2) Do arrest reports contain necessary documentation to support successful prosecution?	√ Yes	☐ No
	(a) Do sergeants and officers know when to notify the district attorney during an investigation?	√ Yes	☐ No.
	(3) When are a juvenile's parents notified during an arrest situation? See attached narrative report.		
	(a) Who is responsible for the notification? See attached narrative report.		<u> </u>
		✓ Yes	No
	(4) Are officers familiar with citizen's arrest procedure/policy?	✓ Yes	□ No
	(5) Do all officers know how to operate PAS devices?		[] IVO

Destroy Previous Editions

COLLISIONS, ENFORCEMENTS, AND SERVICES CHP 453C (Rev. 5-06) OPI 009 See attached narrative (a) What system is used to monitor the security, accountability, and calibration of PAS devices? report. See attached narrative report. d. Who reviews reports before submission to the district attorney's office? See attached (1) What records are maintained on the number of arrests resulting in the successful filing of a criminal complaint? narrative report. No No Yes (2) Do the figures indicate a problem? √ Yes ☐ No (3) Does the court officer have a good rapport with the district attorney's office? √ Yes ☐ No (4) Does the Area commander have a good relationship with the district attorney? √ Yes No (5) Is there adequate monitoring of the disposition of criminal cases? ☐ No √ Yes e. Does a review of dismissal requests indicate an apparent problem? CORRECTED EVALUATED ACTION REQUIRED 8. RADAR SPEED ENFORCEMENT No Yes a. Does Area follow the procedures in HPM 100.4, Radar Speed Enforcement Manual, in regards to radar √ Yes ☐ No speed enforcement? b. Does the Radar Coordinator understand his/her duties and responsibilities as outlined in HPM 100.4, ☐ No √ Yes and is the Area in compliance with program requirements? (1) Has all service been performed according to manufacturer's specifications? Yes No (2) Have speedometers in patrol vehicles used for radar speed enforcement been calibrated by certified No. √ Yes radar units other than those used for speed enforcement? V Yes ☐ No (3) Is internal calibration completed according to guidelines in HPM 100.4? √ Yes ☐ No (a) Are officers recertified annually? √ Yes ☐ No (4) Have radar coordinators received specialized training and is their training listed on ETRS? V Yes □ No (5) Are traffic and engineering surveys updated every five years? No √ Yes (6) Does Area periodically check to ensure "Speed Checked by Radar" signs are in place where required? √ Yes ☐ No c. Has an audit of the radar program been conducted at intervals of no longer than 24 months? √ Yes ☐ No d. Are self-evaluations of the Area's radar program accomplished? CORRECTED ACTION REQUIRED **EVALUATED** 9. DRIVING UNDER THE INFLUENCE No **ENFORCEMENT PROGRAMS** Yes a. Policies and Procedures √ Yes □ No (1) Does Area personnel utilize approved FSTs? √ Yes □ No (2) Does Area utilize additional FSTs at the request of the local district attorney? √ Yes ☐ No (3) Do officers utilize CHP 202C, Influence Evaluation (Rolling Log)? √ Yes □Nô b. Are officers familiar with related codes relative to drug influence?

### COLLISIONS, ENFORCEMENTS, AND SERVICES

CHP 4	453C	(Rev. 5-06) OPI 009		
C.	Arr	est Policies and Procedures		
	(1)	Are CHP 202s complete and comprehensive?	√ Yes	☐ No
	(2)	Are CHP 202s reviewed and initialed by a supervisor?	☑ Yes	☐ No
	(3)	Are CHP 735s, Incident Response Reimbursement Statement, completed according to policy?	☑ Yes	☐ No
		(a) Are 735s completed and processed within 60 days of the conviction date?	☑ Yes	☐ No
		(b) Are 735s accurate, and supported by the times recorded on the officer's CHP 415?	☑ Yes	☐ No
	(4)	Does Area have an SOP on Hospital Release of In-Custody Arrestees?	☑ Yes	☐ No
	(5)	Does Area utilize the cite and release program?	√ Yes	☐ No
	(6)	Are Area personnel familiar with the 0.04 BAC law relative to commercial drivers?	☑ Yes	□ No
	(7)	Are Area personnel familiar with the 24-hour commercial tie-up requirements?	☑ Yes	☐ No
	(8)	Are officers familiar with requirements of the zero BAC tolerance for drivers under the age of 21?	☑ Yes	□No
		(a) Does Area maintain a file for Administrative Per Se (DS 367) for zero tolerance violations?	☑ Yes	☐ No
		(b) Are officers familiar with the CHP 415 reporting of zero BAC tolerance violations?	☑ Yes	☐ No
	(9)	Are Area officers familiar with requirements in enforcing laws relative to drivers under 21 with a 0.05 BAC or greater?	√ Yes	☐ No
	(10	)) Does Area have a policy for enforcing laws relative to individuals with three prior DUIs?	☑ Yes	☐ No
d.	Do	es Area have policy for retention and preservation of blood and urine samples?	√ Yes	□ No
	(1)	Does Area utilize the Non-Consentual Chemical Testing (NCT) Program?	☑ Yes	☐ No
	(2)	Does Area participate in the enhanced NCT Program?	☑ Yes	☐ No
e.		pes Area have established local policy to ensure Administrative Per Se documentation is submitted DMV within five business days of an arrest?	☑ Yes	□Nö
f.	Do	pes Area have an SOP on the use of PAS devices?	☑ Yes	□No
	(1)	Does Area ensure the maximum number are deployed on each shift?	☑ Yes	□No
	(2)	Who is the Area PAS coordinator? See attached narrative report.		- Gr
	(3)	Does the PAS coordinator maintain the records for use and calibration?	☑ Yes	☐ No
	(4)	Are PAS devices calibrated every 10 days or 150 tests, whichever occurs first?	✓ Yes	☐ Nơ
	(5)	Does Area maintain records to ensure accountability for each device?	☑ Yes	☐ No
g	. Do	pes the Area operate sobriety checkpoints?	☑ Yes	☐ No
	(1)	If so, does Area have a written plan for each location?	☑ Yes	☐ No
	(2)	Are operational plans retained for two years, plus current?	☑ Yes	□No
	(3)	Does Area conduct checkpoints with other agencies?	√ Yes	☐ No
	(4)	ls a supervisor assigned to each checkpoint?	☑ Yes	☐ No
	(5)	Are PAS devices available at checkpoints?	☑ Yes	☐ No

STATE OF CALIFORNIA

, DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION COLLISIONS, ENFORCEMENTS, AND SERVICES

CHP 4	153C (Rev. 5-06) OPI 009		=
d.	Does the Area have overtime enforcement programs?	√ Yes	☐ No
	(1) If so, what are they?		
	(2) Is assignment of officers consistent with the terms of the Unit 5 contract?	☑ Yes	☐ No
e.	Are Reimbursable Services Contracts properly initiated and monitored?	√ Yes	☐ No
	(1) Do overtime costs stay within the amount stipulated by the contract?	☑ Yes	☐ No

### 1. HEADQUARTERS STATISTICAL REPORTS

Supervisors and staff utilize MIS and SWITERS reports on ongoing bases. Statistical reports i.e.: Program 10 and the Commanders Monthly Summary report, are reviewed monthly and used to check for trends and ensure effective beat and shift deployment. Information is disseminated for review of all reports by supervisors and is discussed during staff meetings. Reports are maintained on file in the front office for easy access and to allow for historical comparisons when needed.

#### 2. LOCAL DATA

Local statistics are reviewed by the Commander and supervisors and are discussed during staff meetings. Information is presented to field personnel through the use of briefing items, local directives, pin maps, and charts to ensure proper emphasis is placed on information important to the Area operation. The local statistics are maintained on the area LAN utilizing the AIS program. Reports are generated monthly, and are posted and briefed.

#### 3. COLLISION REDUCTION

Area staff is involved in the development of accident reduction plans. The plan is also incorporated into the Area's Annual Strategic plan. The plan is discussed with field officers most familiar with the area and its accident problem areas. Supervisors are also familiar with Area plans and goals.

Deployment is relative to the problems inherent in the Area. Area has a list of recurring or anticipated special events and activities that may impact operations. Supervisors are deployed based on the needs of the Area.

The process used when there is a need to make changes to the master vacation schedule is defined in the Area SOP. Vacation openings are based on seniority. When a special duty officer goes on vacation, they are replaced by road patrol officers with prior special duty experience. The use of a road patrol officer is kept to a minimum.

#### 4. ENFORCEMENT

Statistics obtained from accident reports are used to guide enforcement activity. All submitted enforcement documents are closely reviewed by a supervisor before being forwarded to the front office for processing and delivery to the appropriate court. Supervisors review and discuss officers' monthly CHP 100 forms to ensure the activity is proportional to the identified problems, traffic patterns and volumes inherent to the Area.

Supervisors utilize matrix reports in auditing enforcement activity and during the CHP 118 process.

#### 5. SERVICES

Area staff recognizes the importance of providing services to the motoring public and properly emphasize it to the officers on a regular basis. Personnel are aware of which beats have heavy service requirements. Supervisors continually monitor and closely review officers' activity reports to ensure they are taking credit for assisting disabled motorists and properly documenting those services on their CHP 415's.

#### 6. BEATS

Area beats are organized in compliance with policy. High accident and service locations are identified through observations and statistics obtained from, the Area Information System (AIS) and SWITRS reports. This information is highlighted, briefed and a pin map is posted on a county-wide map posted in the briefing room.

Area beat descriptions are current and reviewed annually. They contain current landmark locations, traffic flows, primary collision factors, and hazardous areas for officer safety reasons. Beat maps, and guides are provided to personnel for use in the field.

#### 7. POST-ARREST PROCEDURES

Criminal prosecution is sought whenever possible. From January 1, 2007 through July 31, 2008, the Red Bluff Area has investigated 983 traffic collisions. Out of the 983 collisions, there have been 135 arrests for violation of section 23152(a) VC. This accounts for 13.7 % of the total accident picture

Officer's forensic alcohol training records are kept current and all personnel are competent in the use of the chemical testing equipment. All arrest reports are reviewed by supervisors to ensure they contain the basic elements necessary to support successful prosecution.

Per HPM 100.69, arresting officers must make a reasonable effort to notify a parent or guardian regarding the juveniles arrest as soon as possible. It may be accomplished through routine personal or telephone contact or through the probation office, if the probation office agrees to accept the responsibility.

The Area PAS coordinator has the responsibility to monitor the security, accountability, and calibration of the PAS devices. This is done every week, usually on a Friday, when the PAS coordinator conducts the device accuracy checks. During this time an inventory is also taken and any missing device is immediately reported to a supervisor or the Area Commander, who then initiates an investigation if needed.

Before reports are submitted to the District Attorney's Office, they are reviewed by a supervisor. If corrections are noted, the supervisor returns the report to the submitting officer for corrections. In the case of a high profile incident (such as a fatal traffic collision or felony arrest), the investigation will also be reviewed by the Area Commander. Records are not maintained on the number of arrests resulting in the successful filing of a criminal complaint, however, when a criminal complaint gets rejected from the District Attorney's Office, the Area receives a notice of the rejection. The notice is then reviewed by the Commander, the approving supervisor and the submitting officer. The notice is then is placed into the investigative file.

#### 8. RADAR SPEED ENFORCEMENT PROGRAM

Area follows the procedures outlined in HPM 100.4 for radar speed enforcement. During the most recent Division audit, Area received a commendation from Northern Division in regards to how the program operated. Records kept by the radar coordinator were thorough and complete in regards to testing, maintenance, and service. Officers are recertified annually. Traffic and engineering surveys were also up to date.

#### 9. DRIVING UNDER THE INFLUENCE ENFORCEMENT PROGRAMS

Area supervisors review each CHP 202 to ensure the elements of the offenses charged are being established and documented properly. The DUI Cost Recovery Report, CHP 735, is completed according to policy. Area does have an SOP which covers hospital release of in-custody arrestees.

Officers are familiar with alcohol and drug laws regarding commercial drivers and drivers under the age of 21. Also, submission of administrative per se documentation to DMV within 5 business days of an arrest is found in the SOP. Additionally, the CHP 415 reporting requirements relating to the zero BAC tolerance violations went away with the changes to the law in 2007 when section 23136 CVC became a citable infraction. The policy was changed in HPM 70.4, Chapter 4, with revision #16.

Local policy for the retention/preservation of blood and urine samples is found in the Area SOP. The Area follows the policy as stated in HPM 70.4 (Driving Under the Influence Manual), Chapter 4, page 4-25 as it relates to: DUI with Three Priors – Felony: Section 23550 CVC.

Sergeant L. Chadd, #11712 is the Area Preliminary Alcohol Screening (PAS) Coordinator and Officer P. Hurton, #12656, has been assigned as the Assistant PAS Coordinator. PAS devices are calibrated every Friday and records are maintained to ensure accountability for each device.

Area does conduct sobriety checkpoints. A written plan is prepared for each location. A supervisor is assigned to each checkpoint. There is chemical testing available at the sobriety checkpoint such as the E-PAS and PAS devices. The media is advised 48 hours in advance of the upcoming checkpoint and the CHP 205, Sobriety Checkpoint Activity Reports, are submitted to both Northern Division and the Office of Research and Planning.

#### 10. OTHER SPECIAL ENFORCEMENT PROGRAMS

There is no formal speed enforcement program. However, Northern Division provides Area with their monthly airplane deployment enforcement schedule. Area works with the airplane at least 3 times a month at different times during the shift. Officers that work with the airplane do it during their regular work shift. The number of officers working with the airplane varies depending on shift deployment during that particular time.

The Area currently has three (3) proactive overtime enforcement programs:

- 1. Removing Impaired Drivers (RID), for roving DUI enforcement.
- 2. Saving Lives in California (SLIC), for extra patrols on local county roads with the goal of reducing traffic collisions.
- 3. State Highway Restraint Enforcement Campaign (SHREC), for proactive seatbelt & child safety seat enforcement.

For DUI checkpoint information, see section 9 (Driving Under the Influence Enforcement Programs), paragraph 4.

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION COLLISIONS, ENFORCEMENTS, AND SERVICES CHP 453C (Rev. 5-06) OPI 009	AREA 140/Susanville EVALUATED BY Sergeant D. Solari	Division 101/Northern	0ATT 11 10/08
INSTRUCTIONS: Indicate items reviewed by placing a check in form is used as a Correction Report, the "Correction" box should individual items with "yes" or "no" answers, or fill in the blanks as can be placed on the CHP 454, Area Management Evaluation Straccomplishments or corrective actions, unresolved items, proble form can be completed in pen or pencil, and the Supplement car	be initialed and date indicated. If addition upplement. The Sup ms or progress, and	ed as deficiencies are on that comments are necest plement should includ- the evaluator's overall	corrected. Answer essary, the information e significant findings,

	pen or pencil, and the Supplement	nt can be handwritter	n if desired.	ran miprosoro	7110
TYPE OF EVALUATION The Formal Evaluation The	Informal Evaluation	SUSPENSE DATE			-0-
Yes No	Correction Report	COMMANDERS REVIE	CS	)   David       -	18-8
1. HEADQUARTERS STAT	ISTICAL REPORTS	EVALUATED Yes	ACTION REQUIRED	CUPY 5152	
a. Do supervisors utilize	MIS and SWITRS reports?			☑ Yes	☐ No
b. Are statistical reports	reviewed as necessary by supervisor	rs?		✓ Yes	No
(1) How is the inform	ation disseminated and filed for future	e use? Supervisors tr	ack collisions, PCF's, and o	other informati	ion to address
ways to reduce c	offisions. Statistics are posted in the z	Area Office Briefing re	oom for easy access to Offic	cers.	
c. Are reports available t	or interested employees?			✓ Yes	□No
2. LOCAL DATA		Yes Yes	No No	CONRECTED	
a. Are local statistics col	lected and data developed for Area o	perational needs?		Yes	□No
(1) Are PCs utilized t	o record and store data?			✓ Yes	□No
b. How is data analyzed	and presented to field personnel?	Data is analyzed and pr	resented to field personnel	during bricking	gs, training
days, and ride-a-long	S.				
(1) Are visual aids us	sed?			✓ Yes	□No
3. COLLISION REDUCTION	N	evaluated Yes	ACTION REQUIRED	CORRECTE	5
a. Does Area have writte	en collision reduction plans?			[✓] Yes	□ No
(1) Are goals and ob	ectives realistic and understandable?	?		[✓] Yes	☐ No
(a) Are plans fle	xible and complete?			[₹] Yes	□ No
(2) Have the plans b	een successful?			[v] Yes	∏ No
(a) Has emphas	is been placed in the correct areas?			✓ Yes	☐ No
(b) Is the Area c	ommander familiar with results?			✓ Yes	☐ No
(c) Are supervis	ors familiar with Area plans and goals	s?		✓ Yes	☐ No
(d) Is progress t	owards goals discussed with all Area	personnel?		✓ Yes	□No
1 Who has	been involved in the development of	collision reduction plar	ns? Officers, Sorgeants, A	vrea Commune	ler, and Secto
Chief.					
b. Has an effective depl	syment plan been established and is	it followed?		✓ Yes	□No
			and the second s		

#### COLLISIONS, ENFORCEMENTS, AND SERVICES

	(1) Is deployment prop	portional to collision and congestion pr	oblems?		√ Yes	□No
	(a) Are officers' p	ersonal needs considered?			Yes	□No
	(b) Are special ev	vents properly covered?			√ Yes	□No
	(c) Are lieutenant	s and sergeants deployed based on ne	eeds of the Area?		✓ Yes	□No
	(2) Does the vacation	schedule follow departmental policy a	nd address the needs	of the Area?	✓ Yes	□No
	(a) What process	is used when changes to the master v	acation schedule are	made? Personnel are re-	quired to subm	nit a
	memorandur	n to their Supervisor, and the Supervis	or makes the changes			
	(b) Are special du	uty officers scheduled separately?			Yes	□No
	1 Who replace	ces vacationing special duty officers?	There are two special	duty officers who cover fo	or each other.	
	2 Are motoro	cycle officers scheduled separately?			[] Yes	☐ No
4. E	ENFORCEMENT		EVALUATED Yes	ACTION REQUIRES	CORRI CTEC	0
а	Does enforcement acti	vity address collision reduction and co			∠ Yes	□No
	(1) Are statistics from	collisions used to properly guide enfor	cement activity?			□No
-	(2) Do CHP 215s, 28	1s, 267s, and 202Ds compare with act	ivity listed on the CHF	2 415 and CHP 100?	✓ Yes	□ No
	(a) Do supervisor	rs use matrix reports to audit enforcem	ent activity?		✓ Yes	□No
5. 8	SERVICES		EVALUATED	ACTION REQUIRED	COPPECTED	)
-	a. Do Area personnel rec	ognize the importance of their role in p	Yes	No nublic services?	✓ Yes	□ No
		properly emphasize the importance of			✓ Yes	□ No
		I aware of beats having heavy service		00 100,40 !	✓ Yes	□No
	William William Town	red reflect good beat accountability?	requirements:		✓ Yes	□ No
		ned procedures for persons in need of	assistanco?		✓ Yes	□No
		services are provided to disabled moti				
-	·	d if left on the freeway over four hours			✓ Yes	∐No
-			!		[_] Yes	∐ No
		ed in accordance with policy?  loyees annually trained on GO 100.6, 1	Special Deletionships	2	✓ Yes	∐ No
					✓  Yes	□ No
6. E	BEATS	nplete the CHP 268 for incidents in wh	EVALUATED Yes	TACTION PEDUIRED	✓ Yes	□ No
á	a. Does Area comply with	n GO 100.64, Beat Descriptions?		FD	✓ Yes	□No
-	(1) Are beats organiz	ed in compliance with current policy?			√ Yes	□No
7	(a) Can collision	causes and locations be effectively isc	plated and addressed	?	✓ Yes	□No
	(2) Is there effective of beats?	communication between officers and s	upervisors relating to	problems on various	√ Yes	□No

#### COLLISIONS, ENFORCEMENTS, AND SERVICES

ntify high collision location	(3) \	on beats? Utilization of the traffic collision	analyzer in A	IS.
	Are b		✓ Yes	□ No
nce with time limitations lis	(1) A	d in GO 100.64, Beat Descriptions?	✓ Yes	□No
rices, provided for officers	(2) A	use in the field?	✓ Yes	☐ No
ne beat structure?	(3) A		✓ Yes	□No
	Are b		✓ Yes	No
	(1) <i>F</i>		-	
ns?	(		✓ Yes	□No
affic flow?	(1		✓ Yes	□No
locations?	(		√ Yes	□No
	(			□No
	(1		✓ Yes	□No
edures?	(1		Yes	□No
	OST-A	Yes No	C DERFICISI	o ==
essible?	ls pro		✓ Yes	□No
quately support prosecution	(1)	)	√ Yes	☐ No
sts resulting from collision	(2) V	vestigation? %		
s adequately investigated	(3) A		✓ Yes	☐ No
ts sufficient to result in the	(	entification of the suspects and issuance	✓ Yes	□No
reviewed by supervisors t	Аге о	ensure the use of approved procedures?	Yes	No
f chemical testing equipme	Are o	t, and are their forensic alcohol training	✓ Yes	□No
nonitor chemical test result	(1) I:	n order to determine if additional training	✓ Yes	□No
ssary documentation to su	(2)	port successful prosecution?	✓ Yes	□No
know when to notify the d	(:	rict attorney during an investigation?		□No
notified during an arrest si	(3) V	ation? Juvenile's parents are notified as soor	n as possible	
e notification? The arresting	(	officer or supervisor on duty		
n's arrest procedure/policy	(4) A		☑ Yes	☐ No
erate PAS devices?	(5)		√ Yes	No
91		en's arrest procedure/policy? perate PAS devices?	en's arrest procedure/policy?	en's arrest procedure/policy?

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### COLLISIONS, ENFORCEMENTS, AND SERVICES

	(a) What system is used to monitor the security, according	ountability, and calibration	on of PAS devices? An Ar	rea PAS Coor	dinator has
	been designated and calibrates the PAS devices of	every ten days or 150 test	s. PAS devices are signed in	and out by of	fficers on a
	daily basis.				
ď	Who reviews reports before submission to the district attor	rney's office? Sergean	ts and Special Duty Officers	. Мајот герог	rts are
	approved by the Area Commander				
	(1) What records are maintained on the number of arrests	s resulting in the succes	sful filing of a criminal compl	aint? Recor	rds are
	maintained in the AIS.				
	(2) Do the figures indicate a problem?			[] Yes	☑ No
	(3) Does the court officer have a good rapport with the dis	strict attorney's office?		✓ Yes	□No
	(4) Does the Area commander have a good relationship v	with the district attorney?	)		□No
	(5) Is there adequate monitoring of the disposition of crim	ninal cases?		[ℤ] Yes	□No
e.	e. Does a review of dismissal requests indicate an apparent problem?				✓No
8. R	RADAR SPEED ENFORCEMENT	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
a.	. Does Area follow the procedures in HPM 100.4, Radar Sp speed enforcement?			✓ Yes	□No
b.	. Does the Radar Coordinator understand his/her duties and and is the Area in compliance with program requirements?	d responsibilities as outli ?	ned in HPM 100.4,	✓ Yes	□ No
	(1) Has all service been performed according to manufact	cturer's specifications?		Yes	□No
	(2) Have speedometers in patrol vehicles used for radar radar units other than those used for speed enforcement	speed enforcement beer ent?	n calibrated by certified	✓ Yes	□No
	(3) Is internal calibration completed according to guideline	es in HPM 100.4?		✓ Yes	□No
	(a) Are officers recertified annually?			Yes	☐ No
	(4) Have radar coordinators received specialized training	and is their training listed	d on ETRS?		□No
	(5) Are traffic and engineering surveys updated every five	e years?		☑ Yes	□No
	(6) Does Area periodically check to ensure "Speed Check	ked by Radar" signs are	in place where required?	✓ Yes	□ No
C.	. Has an audit of the radar program been conducted at inter	rvals of no longer than 2	4 months?	√ Yes	□ No
d,	. Are self-evaluations of the Area's radar program accompli	ished?			□No
	PRIVING UNDER THE INFLUENCE FORCEMENT PROGRAMS	EVALUATED Yes	ACTION REQUIRED	COPRECTE	0
a,	Policies and Procedures				
	(1) Does Area personnel utilize approved FSTs?			✓ Yes	□No
	(2) Does Area utilize additional FSTs at the request of the	e local district attorney?		☐ Yes	☑ No
	(3) Do officers utilize CHP 202C, Influence Evaluation (R	Rolling Log)?		☐ Yes	✓ No
b.	. Are officers familiar with related codes relative to drug influ	uence?		Yes	No

#### COLLISIONS, ENFORCEMENTS, AND SERVICES

C.	Arr	est Policies and Procedures		
	(1)	Are CHP 202s complete and comprehensive?	√ Yes	No
	(2)	Are CHP 202s reviewed and initialed by a supervisor?	√ Yes	☐ No
	(3)	Are CHP 735s, Incident Response Reimbursement Statement, completed according to policy?	✓ Yes	□No
		(a) Are 735s completed and processed within 60 days of the conviction date?	√ Yes	☐ No
		(b) Are 735s accurate, and supported by the times recorded on the officer's CHP 415?	✓ Yes	□No
	(4)	Does Area have an SOP on Hospital Release of In-Custody Arrestees?	✓ Yes	□No
	(5)	Does Area utilize the cite and release program?	Yes	✓ No
	(6)	Are Area personnel familiar with the 0.04 BAC law relative to commercial drivers?	√ Yes	□No
	(7)	Are Area personnel familiar with the 24-hour commercial tie-up requirements?	✓ Yes	☐ No
	(8)	Are officers familiar with requirements of the zero BAC tolerance for drivers under the age of 21?	📝 Yes	☐ No
		(a) Does Area maintain a file for Administrative Per Se (DS 367) for zero tolerance violations?	✓ Yes	□No
		(b) Are officers familiar with the CHP 415 reporting of zero BAC tolerance violations?	✓ Yes	□No
	(9)	Are Area officers familiar with requirements in enforcing laws relative to drivers under 21 with a 0.05 BAC or greater?	✓ Yes	□No
	(10	Does Area have a policy for enforcing laws relative to individuals with three prior DUIs?	✓ Yes	□No
d.	Do	es Area have policy for retention and preservation of blood and urine samples?	✓ Yes	□No
	(1)	Does Area utilize the Non-Consentual Chemical Testing (NCT) Program?	√ Yes	□No
	(2)	Does Area participate in the enhanced NCT Program?	✓ Yes	□No
e.	Doe to [	es Area have established local policy to ensure Administrative Per Se documentation is submitted DMV within five business days of an arrest?	✓ Yes	□No
f.	Do	es Area have an SOP on the use of PAS devices?	✓ Yes	□No
	(1)	Does Area ensure the maximum number are deployed on each shift?	✓ Yes	No
	(2)	Who is the Area PAS coordinator? Officer Brian Bell (Area) and Officer Craig Hosman (Chester Resident	Post)	
	(3)	Does the PAS coordinator maintain the records for use and calibration?	✓ Yes	☐ No
	(4)	Are PAS devices calibrated every 10 days or 150 tests, whichever occurs first?	[/] Yes	☐ No
	(5)	Does Area maintain records to ensure accountability for each device?	✓ Yes	☐ No
g	Do	es the Area operate sobriety checkpoints?	Yes	☐ No
	(1)	If so, does Area have a written plan for each location?	√ Yes	□No
	(2)	Are operational plans retained for two years, plus current?	✓ Yes	☐ No
	(3)	Does Area conduct checkpoints with other agencies?	✓ Yes	□No
	(4)	Is a supervisor assigned to each checkpoint?	✓ Yes	□No
	(5)	Are PAS devices available at checkpoints?	✓ Yes	□No

#### COLLISIONS, ENFORCEMENTS, AND SERVICES

Is chemical testing available at the sobriety checkpoint local last the media notified 48 hours in advance?  Are CHP 205s, Sobriety Checkpoint Activity Report, submit Planning Section?  The set Area participate in the DUI Reporter's Reward Program?  The set Reporter is Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area participate in the DUI Reporter's Reward Program?  The set of Area p	PEVALUATED Yes hin the Area? recommendations to	ACTION REQUIRED No Division Air Ops on loca	✓ Yes  ✓ Yes  ✓ Yes  ✓ Yes  ✓ Yes  which and freque	□No
Are CHP 205s, Sobriety Checkpoint Activity Report, submit Planning Section?  Des Area participate in the DUI Reporter's Reward Program?  ER SPECIAL ENFORCEMENT PROGRAMS  There an airplane speed enforcement program operating with lift so, what is the extent of Area's involvement? Makes in deployment.  How are personnel selected? All available resources and list training provided?  Does the program have the support of the local district attentions.	PEVALUATED Yes hin the Area? recommendations to e assigned to work	ACTION REQUIRED No Division Air Ops on loca	✓ Yes  ☐ Yes  ☐ Yes  ✓ Yes  Ition and freque	□ No □ No □ No ney of
Planning Section?  Des Area participate in the DUI Reporter's Reward Program?  ER SPECIAL ENFORCEMENT PROGRAMS  There an airplane speed enforcement program operating with lift so, what is the extent of Area's involvement? Makes in deployment.  How are personnel selected? All available resources are list training provided?  Does the program have the support of the local district attempts.	PEVALUATED Yes hin the Area? recommendations to e assigned to work	ACTION REQUIRED No Division Air Ops on loca	☐ Yes  connected  ✓ Yes  ution and freque	☑ No ☐ No ney of
there an airplane speed enforcement program operating with lf so, what is the extent of Area's involvement? Makes redeployment.  How are personnel selected? All available resources and ls training provided?  Does the program have the support of the local district attentions.	EVALUATED Yes  hin the Area? recommendations to e assigned to work	No Division Air Ops on loca	CORPECTED  ✓ Yes  Ition and freque	□ No
there an airplane speed enforcement program operating with If so, what is the extent of Area's involvement? Makes redeployment.  How are personnel selected? All available resources and Is training provided?  Does the program have the support of the local district attentions.	Yes hin the Area? recommendations to e assigned to work	No Division Air Ops on loca	✓ Yes tion and freque	□ No
If so, what is the extent of Area's involvement? Makes redeployment.  How are personnel selected? All available resources are list training provided?  Does the program have the support of the local district att	hin the Area? recommendations to e assigned to work	Division Air Ops on loca	tion and freque	ney of
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deployment.  How are personnel selected? All available resources are list training provided?  Does the program have the support of the local district att	e assigned to work			
How are personnel selected? All available resources and Is training provided?  Does the program have the support of the local district att		with the aircraft.	<b></b> ✓ Yes	□ No
Is training provided?  Does the program have the support of the local district att		with the alternit.	<b></b> ✓ Yes	□ No
Does the program have the support of the local district att	orney and judges?		<b></b> ✓ Yes	No
Does the program have the support of the local district att	orney and judges?		✓ Yes	No
Does the program have the support of the local district att	orney and judges?		<u>√</u> 162	[_] NO
	- and judgeo.		√ Yes	□No
			✓ Yes	□No
es the Area operate DUI checkpoints?				
* - 1			***************************************	∐ No
	gencies participate	P. Curanida Dati . Dan		∐ No
	genoles participate	Susanville Police Depa	artment has part	respated in
past dicexpoints.				
Does Area follow guidelines in HPM 70.4, Driving Under t	he Influence Enforc	ement Manual?	✓ Yes	□No
Is breath or chemical testing available at the checkpoint?			✓ Yes	□No
Is the media notified 48 hours in advance?			✓ Yes	□No
Has media reaction been favorable?			√ Yes	
es Area have personnel assigned to the Special Enforceme	ent Unit (SEU)?		[] Yes	[7] No
What is the current mission of the unit?				ASSES
				-
How are members selected?				
Who supervises the unit?			-11 21 -	* > *
Is the unit effective?			[] Vac	□No
-	Does Area have a written plan?  Are checkpoints solely with CHP personnel, or do other a past checkpoints.  Does Area follow guidelines in HPM 70.4, Driving Under the last breath or chemical testing available at the checkpoint?  Is the media notified 48 hours in advance?  Has media reaction been favorable?  The ses Area have personnel assigned to the Special Enforcement with the current mission of the unit?  How are members selected?  Who supervises the unit?	Does Area have a written plan?  Are checkpoints solely with CHP personnel, or do other agencies participate?  past checkpoints.  Does Area follow guidelines in HPM 70.4, Driving Under the Influence Enforce Is breath or chemical testing available at the checkpoint?  Is the media notified 48 hours in advance?  Has media reaction been favorable?  as Area have personnel assigned to the Special Enforcement Unit (SEU)?  What is the current mission of the unit?  How are members selected?	Does Area have a written plan?  Are checkpoints solely with CHP personnel, or do other agencies participate? Susanville Police Departure of the Police	Does Area have a written plan?  Are checkpoints solely with CHP personnel, or do other agencies participate? Susanville Police Department has part past checkpoints.  Does Area follow guidelines in HPM 70.4, Driving Under the Influence Enforcement Manual?  Is breath or chemical testing available at the checkpoint?  Is the media notified 48 hours in advance?  Has media reaction been favorable?  Area have personnel assigned to the Special Enforcement Unit (SEU)?  What is the current mission of the unit?  Who supervises the unit?

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION COLLISIONS, ENFORCEMENTS, AND SERVICES

d.	Does the Area have overtime enforcement programs?		□ No
	(1) If so, what are they? DUT, Seatbelt, and County Road enforcement.		
	(2) Is assignment of officers consistent with the terms of the Unit 5 contract?	✓ Yes	□No
e.	Are Reimbursable Services Contracts properly initiated and monitored?		□No